

First Edition

KEYWORD INDEX OF UNIT GROUP TASKS



STANDARD CLASSIFICATION OF OCCUPATIONS

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NEW ISSUE

AUSTRALIAN STANDARD CLASSIFICATION OF OCCUPATIONS

(FIRST EDITION)

KEYWORD INDEX OF UNIT GROUP TASKS

IAN CASTLES

Australian Statistician

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PREFACE

This document is one of a series which presents the first edition of the Australian Standard Classification of Occupations (ASCO). This new classification is the product of an extensive work programme undertaken by a joint project team from the Australian Bureau of Statistics (ABS), the then Department of Employment and Industrial Relations (DEIR), now the new Department of Employment, Education and Training (DEET).

In the 1970s it became clear that the classifications of occupations then in use in Australia suffered from a number of deficiencies which led to widespread criticism, as for example in the Norgard Report on Review of the Commonwealth Employment Service (June 1973) and the Crawford Report on Structural Adjustment (March 1979). Against this background, DEIR and the ABS established a joint project in 1978 to develop a new standard classification of occupations.

Research into the needs of the user community and consideration of relevant conceptual issues led to the conclusion that the structure of the new classification should be based on 'kind of work', defined in terms of skill level and skill specialisation. The ASCO structure identifies 1079 occupations covering all jobs in the Australian economy. These occupations were identified and described on the basis of an extensive field work programme involving on-the-job observation, and on the basis of advice from trade unions, employer organisations and industry associations.

ASCO is being progressively introduced into ABS collections. The first major collections to use ASCO were the Labour Force Survey, Survey of Employee Earnings and Hours and the 1986 Census of Population and Housing. The Department of Immigration, Local Government and Ethnic Affairs (DILGEA) has adopted ASCO for use in the processing of all visa and immigration applications from 1 July 1989.

The Commonwealth Employment Service (CES) is committed to adopting the ASCO First Edition classification for the listing of all job applicants and vacancies. This is planned to occur in 1991. The National Occupational Health and Safety Commission (Worksafe Australia) has adopted ASCO as part of the National Data Set for Compensation-based Statistics. ASCO is now widely used by public and private sector organisations in the reporting of data on employment injuries. The Affirmative Action Agency recommends ASCO for use by companies in reporting on progress in the implementation of affirmative action programs. Many companies have adopted ASCO as the basis of their human resource management systems.

The background work leading to the final definition of this important new classification would not have been possible without the co-operation and assistance of many organisations and individuals. Those who have assisted are too numerous by far to list individually, but the ABS and DEET would like to express their appreciation of organisations of industry and commerce, trades unions and other employee representative organisations, State and Commonwealth Government departments and instrumentalities, higher education institutions, community organisations, academics and many private individuals.

This publication will be revised periodically to reflect changes in the tasks performed in different occupations, the evolution of new occupations and the disappearance of others. It is hoped that feedback from the user community will be a significant source of information to enable the ASCO Occupation Definitions to continue to reflect the composition of jobs in the Australian economy.

IAN CASTLES
Australian Statistician
July 1990.

THE PURPOSE AND USE OF THIS PUBLICATION

This publication is primarily designed to assist in resolving problems arising in the course of coding occupation descriptions to the unit group level of ASCO. Hence, it is designed to be used as an adjunct to either the *ASCO Manual Coding System: Unit Group Level* or the *ASCO Expert Coding System: Unit Group Level*. It is particularly useful in finding the correct ASCO code for an occupation when no title or only an inadequate title (eg Public Servant, Ford Worker) is available and the coder needs to resort to the use of task information.

This publication may also be used for other purposes such as identifying all occupations requiring the performance of a particular task: for example analysing, advising, fabricating, operating, lifting etc. Hence, it can be used in applications such as human resource management systems, occupational information, career education, occupational rehabilitation and epidemiological research.

The Construction of the Index

The Keyword Index of Unit Group Tasks is an index of all task words used in the Unit Group Definitions as published in *The ASCO Statistical Classification*. Unit Group definitions contain the following information:

- **UNIT GROUP CODE, UNIT GROUP TITLE**
- **LEAD STATEMENT:** this specifies the boundary of the unit group in terms of broadly stated tasks.
- **SKILL LEVEL:** this specifies the entry requirements for occupations in the unit group expressed in terms of formal education, previous experience and on-the-job training. Special requirements, such as, licensing are also indicated under this heading.
- **TASKS Include:** this list specifies the primary tasks performed in the occupation.
- **OCCUPATIONS:** this list specifies the principal, alternative and specialisation titles of all occupations belonging to the unit group.
- **RELATED OCCUPATIONS:** this list specifies one or more related occupations which are classified to other unit groups.

Task words are found in both the lead statement and the primary task descriptions. During the development of ASCO, care was taken to ensure as much standardisation as possible in the use of task words in all classification definitions. Task words are of two types:

- a verb eg assist, sell, dig
- a gerund eg assisting, selling, digging

The verb form is generally used in lead statements and the gerund form is used in the list of primary tasks. The gerund form is hence the more common in ASCO Unit Group Definitions and so is used as the indexing form in this document. Thus, for example, both *advise* and *advising* are indexed under *advising*.

Keywords are arranged in alphabetical order. Each keyword is followed by a list of all the codes for the unit groups in which that task word occurs. This is followed by the lead statement for that unit group or the relevant extract from the list of primary tasks.

THE PURPOSE AND USE OF THIS PUBLICATION

Each task containing more than one keyword appears more than once in this Index. Thus the task:

Studying materials handling methods and suggesting changes for cost reduction

listed in unit group 3205 *Mechanical Engineering Associates and Technicians* appears under both *studying* and *suggesting* which are words describing tasks performed. These words indicate primary tasks performed by workers in an occupation classified to the unit group concerned. In this instance, the word *handling* is not indexed as it does not describe a task performed in the occupation.

The use of the Index to Identify Unit Group Codes

This Index is particularly useful as an aid in finding an appropriate unit group code for questionnaire responses which cannot be located in the Coding Index or Keyword Index of Structure Titles because the title is missing or too vague. The index can then be used to locate potential unit group codes on the basis of any task information contained in the response. It will also be useful for establishing and maintaining human resource management systems since job titles used in a particular establishment may not be very useful for the purpose of coding jobs to ASCO.

The Keyword Index of Unit Group Tasks is not intended to be a coding document in its own right, but rather a guide to locating relevant unit group definitions. Codes from this Index should not be applied without referring to the Structure and Group Definitions and the coding indexes to ensure that the code is appropriate, even when there is only one code or only one task shown under a particular keyword.

The procedure for using this index is as follows:

- 1) Use any title information in the response or job specification by consulting the ASCO Coding Index: Alphabetical Order and the ASCO Keyword Index of Structure Titles. The procedures for doing this are described in the *ASCO Manual Coding System: Unit Group Level* or the *ASCO Expert Coding System: Unit Group Level*.
- 2) Use all task words in the response or job specification as keys to identify all possible unit group codes. These will not always be given in the *-ing* form. Hence, it is necessary, for example, to change *operate* or *operates* to *operating* before looking up the word in this index.
- 3) Compare the unit group definitions corresponding to those codes with all the task information available in the response or job specification.
- 4) Determine the unit group code by referring to the Coding Index: Alphabetical Order or the Coding Index: Numerical Order.

Computer Searching

Users of ASCO who have access to an IBM or compatible micro-computer will find it easier and faster to conduct searches for keywords on magnetic copy of the Unit Group Definitions using standard search utilities. This approach has the added flexibility of allowing user defined keywords, which need not be whole words, but may be just character strings. The ASCO Unit Group Definitions are available on floppy disk, and purchasers of the document which you are now reading may obtain a discount of its full purchase price against the purchase of the floppy disk product by completing and sending the enclosed order form to the ABS.

KEYWORD	CODE	TASK
ACCEPTING	5909	accepting telegrams and registered mail.
	6301	operating cash register and accepting payment, or preparing invoices or contracts.
	6405	TICKET SALESPERSONS collect fares, sell tickets and make reservations for travel, sporting or entertainment venues, or accept wagers and pay out minor winnings in lottery offices or betting shops.
		accepting wagers and issuing tickets.
ACCOUNTING	6405	accounting for money and unsold tickets at end of shift.
ACCUSTOMING	4931	bridling, saddling and accustoming race horses to reins and rider.
ACQUIRING	6201	acquiring and updating knowledge of employer's and competitors' products and understanding of market conditions.
ACTING	2817	acting part in medium of presentation, interpreting role by speech and gesture.
	3913	PROCUREMENT OFFICERS prepare purchase orders for industrial, commercial, government or other establishments, and act as agents to purchase and sell farm produce.
	5909	acting as savings bank agent.
	7103	collecting and distributing parcels and mail or acting as courier.
ADAPTING	1507	implementing or adapting standard office procedures prepared by head office.
ADDING	2811	editing film or video tape to produce desired effect and adding sound track music and other audio effects.
	4705	portioning food, adding sauces, gravies and garnishes.
	7407	monitoring operation, and regulating material supply or adding chemicals and colourants to mixture.
	7417	weighing and adding ingredients prior to operation.
	7419	measuring and adding ingredients.
	7423	mixing and adding dyes or chemicals.
	7431	transferring liquid stock, weighing, measuring and adding ingredients prior to operation.
ADJUSTING	7435	preparing and adding chemical solutions.
	2803	adjusting camera angle, aperture setting and subject to achieve desired composition.
	4209	setting and adjusting controls to regulate electric current and depositing of coating on objects.
	4213	calibrating precision instruments using standard weights and measures, jigs and fixtures and hand tools to adjust and align parts and small balancing weights.
	4313	adjusting controls of colour receiver using colour bar generator.
	4315	adjusting, repairing and replacing worn or defective parts using hand tools and soldering equipment.
	4409	testing and adjusting lines, control mechanisms and sewerage systems.

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KEYWORD	CODE	TASK
ADJUSTING (cont.)	4505	setting and adjusting paper-feed mechanism, delivery mechanism, cylinders, inking and distributor rollers and other machine functions.
	4601	reassembling, testing and adjusting sub-assembly, reinstalling in vehicle. retining and adjusting brakes, replacing worn shock absorbers, changing oil and air filters, lubricating vehicle parts.
	4703	adjusting moulding dies, cutters or rollers on machines.
	4901	installing guides, fixtures or jigs to table or bed of machine, adjusting angle and height of table and adjusting feed rollers to control movement of workpiece. positioning wood stock in wood turning lathe, and adjusting turning speed of lathe.
	7207	adjusting screed to desired paving width.
	7209	adjusting speed, height or depth of machinery or attached implements.
	7417	adjusting duct orifices to control size of molten gob adjusting valves, turntable, timing of plunger in glass-pressing machine and thermostatic controls to regulate temperature, pressure speed and flow of operation.
	7435	adjusting machine setting. inspecting negatives and adjusting machine to alter number, size and type of prints.
	8105	packing containers or bags with product, counting, weighing or measuring amount and adjusting quantity.
	8205	adjusting mist irrigation systems, shade and ventilation.
	8909	loading goods, and adjusting ropes, straps and padding.
ADMINISTERING	1301	FINANCE MANAGERS administer the overall financial activities of an organisation either directly or through subordinates.
	1303	SALES AND MARKETING MANAGERS administer the overall sales and marketing activities of organisations either directly or through subordinates.
	1305	PRODUCTION MANAGERS administer the overall production activities of organisations either directly or through subordinates.
	1307	SUPPLY AND DISTRIBUTION MANAGERS administer the overall supply, storage and distribution activities of an organisation either directly or through subordinates.
	1309	PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS administer the overall personnel and industrial relations activities of an organisation either directly or through subordinates.
	1311	DATA PROCESSING MANAGERS administer the overall data processing activities of an organisation either directly or through subordinates.
	1313	PUBLIC POLICY MANAGERS administer the policy and programme activities of a federal or state government department, either directly or through subordinates.
	1315	DIRECTORS OF NURSING administer the overall nursing activities of a hospital either directly or through supervisors.

KEYWORD	CODE	TASK
ADMINISTERING (cont.)	1317	EDUCATION MANAGERS administer educational institutions (usually under the auspices of an external authority).
	1319	COMMISSIONED OFFICERS (MANAGEMENT) administer the activities of armed services, police or fire organisations directly or through other managers or supervisors. They may receive training in occupations in this unit group.
	2209	establishing a detailed programme to co-ordinate site activities, administer contracts, and ensure satisfactory completion.
	2301	prescribing and administering drugs and other remedial treatments.
	2303	prescribing and administering medication. administering anaesthetic and monitoring patients throughout surgical procedures and post-operative periods.
	2305	DENTAL PRACTITIONERS diagnose diseases, injuries, irregularities and malformations of teeth, gums, mouth tissue, jaw and other dento-facial structures, prescribe and administer restorative and preventive procedures, including surgery and other specialist techniques.
	2305	administering local and general anaesthetics.
	2311	examining eyes, administering visual tests and assessing the nature and extent of vision problems and abnormalities.
	2315	administering tests and observing patients to determine nature and extent of disorders. administering individual or group therapy for rehabilitation of patients with communication problems (caused by defective hearing, cerebral palsy, surgery or injury).
	2323	administering or prescribing drugs, sedatives, analgesics, general or local anaesthetics.
	2403	preparing, administering and marking tests, projects and assignments to evaluate pupils' progress and taking remedial steps where necessary.
	2405	preparing, administering and marking tests, projects and assignments to evaluate pupils' progress, and recording the results.
	2407	administering various forms of assessment and interpreting the results.
	2503	preparing, administering and marking projects, assignments and examinations to assess students.
	2601	SOCIAL WORKERS plan, assess, administer and implement programmes in accordance with social policy and individual needs. They may supervise or train students and staff.
	2607	preparing and conducting services of public worship and administering sacraments in accordance with the accepted ceremonial requirements of the respective denomination.
	2903	administering tests and assessing data to identify the source of problems and appropriate treatment.
	2911	administering the inter-library loan systems and information networks.
	3103	administering medication to livestock and assisting with experimental feeding programmes.
	3401	administering prescribed treatment in the form of medication and therapy to patients suffering from physical or mental disorders.
	3909	administering first aid.

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KEYWORD	CODE	TASK
ADMINISTERING (cont.)	5903	administering minor first aid.
	6603	assisting in administering machine treatment or in applying traction equipment.
	6609	administering first aid.
	7211	administering first aid and artificial respiration.
ADVERTISING	5905	PERSONNEL CLERKS advertise for, interview and assess the suitability of persons for employment with a particular organisation, and maintain personnel records of employees.
ADVISING	1313	advising and providing information on an area of government policy.
	1317	advising students on course requirements and regulations governing course variations.
	1319	advising and providing information on an area of defence policy.
	1507	advising clients on investment.
	2107	LIFE SCIENTISTS examine the morphology, structure, chemistry and physical characteristics of humans, animals, plants and other living organisms; develop practical applications of biological and related theory; study the environment of, and interrelationships between animals and plants; develop and manage forest lands and resources, and advise farmers on all aspects of farming. advising farmers on growth and production rates of field crops, produce and livestock.
	2109	advising on the use of ionising radiation, and formulating radiation protecting procedures for the hospital environment.
	2203	advising clients on tenders. advising on costs of alternative construction materials and methods and on alternative contractual arrangements.
	2205	advising on technical, environmental and other requirements connected with surveying, mapping, land sub-division and development. advising on technical, aesthetic and economic aspects of map production.
	2207	advising sales personnel and market researchers on processes and products.
	2217	METALLURGISTS AND MATERIALS SCIENTISTS investigate the properties of metals and alloys; develop new ceramic, polymeric and other materials; and develop, control and advise on extraction, refinement, alloying and treatment procedures. They may supervise engineering associates and technicians.
	2301	advising on diet, exercise and other habits which aid prevention or treatment of disease and disorders.
	2303	instructing patients in remedial exercises and advising on preventive health practices.
	2307	advising on drug incompatibility and contradictions. developing legally recognised standards and advising on government controls and regulations.
	2311	advising patients on eye exercises, lighting and visual habits.
	2315	treating and advising on children slow in learning to speak.

KEYWORD	CODE	TASK
ADVISING (cont.)	2317	advising on diet, nutrition and lifestyle. CHIROPRACTORS AND OSTEOPATHS diagnose, treat and advise on prevention of physiological and mechanical disorders of the locomotor system.
	2323	VETERINARIANS diagnose and treat animal diseases, ailments and injuries, and advise on and implement preventive measures. advising clients on hygiene, feeding, care and breeding of animals.
	2407	advising, instructing and counselling parents and/or teachers on availability and use of special techniques.
	2501	advising students on academic and related matters.
	2503	advising students on courses and related matters.
	2601	advising individuals or groups in need or referring them to the appropriate community service or self-help agency.
	2605	LAWYERS advise clients on legal matters, draw up documents, draft legislation, and negotiate, prepare and conduct court cases on behalf of individuals, corporations or Government. advising on legal, constitutional or parliamentary matters.
	2607	advising individuals or groups in need or referring them to the appropriate welfare or self-help agency.
	2701	ACCOUNTANTS plan and provide accounting and auditing systems and services, and advise individuals and enterprises on accounting matters. They may supervise, or receive training in, occupations in this unit group.
	2705	advising management on development, placement and promotion of staff and on personnel procedures.
	2905	EDUCATION RESEARCHERS AND RELATED PROFESSIONALS conduct educational research and develop course curricula and associated materials for educational institutions or, in a consultant or specialist capacity, advise school teachers and administrative officials on a particular area of education. assisting and advising teachers.
	2907	OTHER SOCIAL SCIENTISTS study human behaviour and institutions from current or historical perspectives with a view to understanding the development, structure, patterns and interrelationships within societies and/or preserving items of historical interest or advising on policy or planning matters in relation to particular social institutions or the physical environment. advising governments and organisations on urban and regional planning and resource planning.
	2909	advising management on corporate investment policy. advising on data collection and determining reliability of findings.
	3401	REGISTERED NURSES treat and care for the physically and mentally ill or disabled, the elderly and mothers and their new-born babies in hospitals, nursing homes, medical centres and the community. They advise individuals and families on health matters. They may supervise, or receive training in, occupations in this unit group.

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KEYWORD	CODE	TASK
ADVISING (cont.)	3401	instructing and advising on nutrition, child care, family planning, disease prevention and other health matters.
	3901	advising on available community services to aid rehabilitation.
	5303	advising agents or policy holders on technical matters relating to individual cases.
	5907	advising staff and public on court procedures and rules.
	6103	advising on type and amount of insurance cover.
	6105	advising prospective buyers on terms of sale and prospective tenants on conditions of rent or lease.
	6301	advising customers on the selection, price, delivery, use and care of merchandise.
	6507	discussing clients' requirements and advising on suitable options.
	6603	ENROLLED NURSES assist registered nurses, doctors and other health professionals by giving basic nursing care to patients in hospitals and nursing homes, caring for infants and young children in infant homes, nurseries and day care centres, and performing ancillary duties specific to particular aspects of medical treatment (urology, surgery, first aid, etc.), and advise mothers on health matters and infant care.
		advising mothers on feeding, hygiene and health care for infants.
AFFIXING	6607	HOME COMPANIONS AND AIDES provide company and services in the home to families and sick or aged persons, and advise on welfare contacts for families experiencing difficulty.
	8901	advising on availability and location of seating.
	7401	affixing attachments to machine.
	7407	affixing, assembling or installing attachments.
	7409	affixing attachments to machine.
	7417	affixing, assembling or installing attachments.
	7427	affixing attachments to machine.
ALERTING	7429	position material or item in machine, affixing attachments, setting dies, drawing thread through guides, slots and needles prior to operation.
	7431	assembling and affixing attachments.
ALERTING	5603	alerting emergency services in cases of fire, crime or accident.
	8925	standing lookout watches at sea and alerting deck officer to sightings of other vessels, navigation marks or hazards.
ALIGNING	4205	aligning parts to be joined using hand tools and measuring instruments and, for large sections, with the aid of cranes or other lifting equipment.
	4213	calibrating precision instruments using standard weights and measures, jigs and fixtures and hand tools to adjust and align parts and small balancing weights.
	4411	aligning and securing starter row of roofing material, and laying successive overlapping layers.
	4413	spreading adhesive onto surface, setting tile in position and aligning it using level, square, plumb line and straight-edge.

KEYWORD	CODE	TASK
ALIGNING (cont.)	7203	operating controls of fork lift to align truck and raise or lower fork to stack or unstack articles.
ALLOCATING	2811	selecting cast and allocating roles by viewing performances, conducting screen tests and auditions, and searching through talent files.
ALTERING	4607	altering assembly line vehicles to special requirements.
	4911	measuring customer's size and drafting original pattern or altering existing pattern of garment to fit customer.
	5105	altering, rearranging and editing recorded data.
AMELIORATING	2319	performing minor surgery to remove or ameliorate abnormal conditions.
AMENDING	1101	assisting in the moulding of government policy and in formulating, amending and repealing legislation.
AMUSING	2817	telling jokes or humorous stories, singing humorous songs, performing comedy dances and acts to amuse audience.
ANALYSING	1201	analysing economic, social, technical, legal and other data or trends.
	2101	CHEMISTS analyse and research the physical and chemical properties of substances and develop chemical techniques for use in the manufacture or modification of natural substances and processed products. analysing results and experimental data.
	2103	analysing and interpreting data derived from laboratory and field studies.
	2109	analysing body specimens to determine presence and quality of microbic infections and various chemical substances.
	2201	analysing sites and making appropriate recommendations for development or construction.
	2203	analysing architectural and engineering drawings and specifications to estimate the cost of materials, labour and construction.
	2209	analysing loading, labour, productivity and performance of materials and systems.
	2307	testing and analysing drugs to determine identity, purity and strength.
	2603	analysing situations and presenting alternative approaches.
	2701	collecting, analysing and interpreting information on financial standing, cost structures and trading effectiveness of organisations.
	2703	commissioning research into public opinion, analysing findings and planning publicity campaigns accordingly.
	2707	analysing systems to determine whether all specific requirements within an organisation are met. analysing computer operations and usage to assess completeness, accuracy, validity and efficiency of system.
	2805	determining the objectives of the design by consulting with client, undertaking research, analysing functional requirements or studying layouts.
	2807	collecting and analysing facts about newsworthy events from interviews, printed matter, investigations and observations.

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KEYWORD	CODE	TASK
ANALYSING (cont.)	2901	analysing interrelationships between economic variables.
	2907	compiling and analysing data on economic, legal, political, cultural, demographic, physical and environmental factors affecting land use.
	2909	assessing risks and analysing investments in a variety of financial areas. analysing and interpreting data.
	3103	cross-pollinating plants, analysing soils, surveying and measuring trees. analysing fabrics, selecting and developing dyestuffs, preparing specifications and overseeing production in textile plants. inspecting livestock, analysing produce, and recommending means for improving quality.
	3203	collecting and analysing data, performing complex computations.
	3205	collecting and analysing data, performing complex computations.
	3207	analysing architect's design, preparing preliminary sketches and working drawings, showing plans, elevations, sections, materials, plumbing, drainage carparking and landscaping layout.
	3905	analysing accidents to determine causes.
	6101	analysing market trends from securities reports, financial periodicals and stock quotation viewer screen.
	6103	analysing client's circumstances.
ANNEALING	4923	shaping blanks by annealing, heating or spinning on spinning lathe. repairing jewellery and worn metalware by soldering, replacing or remaking damaged parts, annealing or heating.
ANNOUNCING	2819	announcing programmes and music.
ANSWERING	1601	liaising with customers to determine requirements for specific products or markets, and answering queries and complaints.
	5601	answering inquiries and providing information on the services or goods offered by the establishment.
	5905	conducting correspondence and answering queries.
	6609	answering queries and providing information on taxis and hire cars.
APPLYING	2109	MEDICAL TESTING PROFESSIONALS conduct medical laboratory tests and apply knowledge and methodology from various scientific disciplines such as physics, chemistry and engineering to provide information and develop equipment for diagnosis, treatment and prevention of human disease.
	2217	studying and applying chemical and process metallurgy techniques for extraction of metals and alloys in commercial quantities by high temperature smelting or leaching precipitation.
	2909	MATHEMATICIANS, STATISTICIANS AND ACTUARIES apply mathematical and statistical principles and techniques to a range of tasks including designing statistical collections, studying financial policy and investment, conducting scientific research and solving engineering, management and other problems.
		developing and performing computations and applying methods of numerical analysis.

KEYWORD	CODE	TASK
APPLYING (cont.)	3903	applying make-up to performers taking part in stage, television or motion picture productions.
	4207	smoothing and shaping surface of moulding box using hand tools, and applying sealing finish. applying parting agent to moulding box and positioning vents to allow gases to escape. applying refractory paint to prevent molten metal from fusing with sand and positioning cores in mould.
	4209	preparing electrolytic and silver solutions for electroforming and applying silver solution to the objects to be coated.
	4405	PAINTERS, DECORATORS AND SIGNWRITERS apply paint, varnish and other finishes to walls and ceilings, or cover them with paper, vinyl or fabrics, to protect and decorate surfaces of domestic, commercial and industrial buildings; or design and paint signs for displays, buildings and other structures. They may supervise, or receive training in, occupations in this unit group. applying paper, vinyl, fabric or similar wall covering materials.
	4407	PLASTERERS apply plaster, cement or similar materials and fix fibrous sheets to the interior or exterior of domestic and commercial buildings. They may supervise, or receive training in, occupations in this unit group. mixing plaster to desired consistency, applying and smoothing coats of plaster using a trowel and creating decorative textures in finish coats.
	4511	applying stencils to screens.
	4605	applying primer and finish coats with spray-gun, rubbing down surface between coats.
	4905	OTHER WOOD TRADESPERSONS carve designs in wood, apply finishes to furniture, make picture frames, models or barrels from wood or make cane furniture. They may supervise, or receive training in, occupations in this unit group. applying stains, varnish, paint and other finishes to furniture, and polishing and waxing surfaces.
	4915	applying dye to shoe.
	4927	washing, tinting, streaking, permanent-waving hair and applying conditioner or other treatments.
	6603	assisting in administering machine treatment or in applying traction equipment.
	6605	cleaning mouth with water sprays and suction devices, polishing teeth, applying fluoride.
	7405	cleaning and smoothing metal surfaces by grit blasting, applying bond coating to help adherence of metal or ceramic spray-coat.
	8107	INDUSTRIAL SPRAY PAINTERS operate spray painting equipment to apply coatings to manufactured items. spraying paint to apply an even coating onto item.
	8203	applying fertilisers, insecticides and herbicides to individual trees or general forest areas.
	8301	applying acids and solvents to surfaces to remove stains.

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KEYWORD	CODE	TASK
APPLYING (cont.)	8401	INSTALLATION WORKERS install functional or decorative fittings, and install and apply a variety of insulation materials to improve resistance to heat, cold, air, sound or moisture, in established buildings and those under construction.
APPRAISING	2703	co-ordinating the work of other researchers and publicity writers, appraising and revising their work.
	6501	appraising items for sale, offering price and negotiating contract for collection.
APPROVING	1201	selecting or approving selection of senior staff.
	3303	determining engineering action required to bring equipment to standard, approving design modifications and repairs to aircraft.
	3307	approving design plans of ship hulls and equipment and specifying standards of construction.
ARBITRATING	1103	arbitrating on issues and making awards.
ARRANGING	1201	preparing or arranging the preparation of reports, budgets and forecasts, and presenting them to governing bodies.
	1503	arranging for advertising and handling public relations.
	1505	arranging the cleaning and maintenance of gardens, grounds, buildings and any other facilities.
	2319	prescribing and arranging fabrication of corrective footwear.
	2703	arranging interviews and other dealings with publicity media on employers behalf and representing employer at business, social and other functions.
	2801	conceiving and developing ideas for artistic presentation, and selecting and arranging subject.
	2811	planning and arranging set designs, sound effects and lighting.
	2815	MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS write, arrange, orchestrate, perform and conduct musical compositions.
		arranging musical compositions by selecting combinations of instruments and voices and by modifying harmonic structures, rhythms, tempos and music dynamics.
	3305	directing fishing operations, maintaining catch records and arranging marketing and sales.
	4927	arranging appointments.
	5503	arranging distribution and despatch of goods received and notifying authorities or addressees of despatch.
		checking availability of cargo space and arranging bookings on behalf of customers.
	5601	RECEPTIONISTS AND INFORMATION CLERKS provide information on the services or goods offered by the establishment and arrange for the public to use such services and goods.
		arranging appointments between employer and clients, customers or patients.
		arranging registration of hotel or motel guests, or admission of hospital patients.
	6105	REAL ESTATE SALESPERSONS AND PROPERTY MANAGERS arrange sale, purchase, rental and lease of real property.

KEYWORD	CODE	TASK
ARRANGING (cont.)	6105	listing details of land or building for sale or rental and arranging advertising of properties. arranging signing of lease agreements.
	6201	arranging for delivery of goods, installation of equipment and provision of services.
	6403	arranging and conducting banking business.
	6501	receiving payment on the spot or arranging for delivery of goods and collection of payment.
	6607	arranging contacts with financial support organisations and welfare agencies.
	6919	arranging food and beverages on trays for serving.
ARRESTING	3501	POLICE investigate crimes, arrest offenders, patrol public areas, attend at the scene of accidents and perform other duties of law enforcement and maintenance of public order. They may supervise occupations in this unit group. pursuing, arresting and interviewing persons suspected of crime.
ASCERTAINING	2101	testing techniques and processes under a variety of conditions to ascertain reliability.
	2215	conducting preliminary surveys of mineral deposits to ascertain economic feasibility of ore extraction.
	5603	talking to callers to ascertain requirements and provide information on operating systems.
ASSEMBLING	4103	METAL FITTERS AND MACHINISTS set up machining tools, production machines and textile machines, operate machining tools and machines to shape metal stock and castings, and fit and assemble the fabricated metal parts into products. They may supervise, or receive training in, occupations in this unit group. fitting fabricated metal parts into products and assembling metal parts and sub-assemblies to produce machinery and equipment using hand tools.
	4203	SHEETMETAL TRADESPERSONS cut, shape and join sheetmetal using hand and power tools, or machines, or assemble and install sheetmetal products. They may supervise, or receive training in, occupations in this unit group.
	4207	assembling parts using glue, dowels and screws, to form moulding box.
	4211	AIRCRAFT MAINTENANCE ENGINEERS maintain and repair aircraft engines, electrical systems and mechanical systems and assemble components of aircraft frames. They may supervise, or receive training in, occupations in this unit group. assembling parts and sub-assemblies of aircraft frames using hand and power tools.
	4213	PRECISION METAL TRADESPERSONS fabricate, assemble, maintain and repair precision instruments. They may supervise, or receive training in, occupations in this unit group. assembling parts and sub-assemblies of precision implements, locks, timepieces and small arms using hand tools, measuring instruments and magnifying aids.
	4303	ELECTRICAL FITTERS assemble, install, test and maintain electrical equipment and components, and service and repair domestic and commercial electrical appliances and equipment. They may supervise, or receive training in, occupations in this unit group.
	4303	fabricating or modifying metal parts and assembling components using lathes, drilling machines, hand tools and welding equipment.

KEYWORD	CODE	TASK
ASSEMBLING (cont.)	4307	REFRIGERATION AND AIR-CONDITIONING MECHANICS assemble, install, service and repair refrigeration and air-conditioning units and systems. They may supervise, or receive training in, occupations in this unit group.
	4311	assembling and soldering equipment.
	4401	assembling and installing fixtures and structures.
	4409	assembling and installing pipelines, connecting pipes to various components, equipment and appliances.
	4903	CABINETMAKERS fabricate and assemble wooden parts to make and repair furniture. They may supervise, or receive training in, occupations in this unit group. assembling sections of furniture to form completed article.
	4905	cutting out and assembling mouldings to make picture frames using hand and power tools. assembling wooden staves to make barrels, casks and vats using metal or wooden hoops, trestling machines and hand tools.
	4907	assembling shell of boat or erecting hull sections of ship and temporarily securing them.
	4909	BLASTING TRADESPERSONS assemble, position and detonate explosives. They may supervise occupations in this unit group.
	4921	fitting and installing glass panes and mirrors and assembling prefabricated glass units.
	4923	assembling jewellery by soldering, brazing, riveting or bolting, and finishing by filing or buffing.
	7407	affixing, assembling or installing attachments.
	7415	assembling block sections and metal strips to make forme and fitting forme in metal frame.
	7417	affixing, assembling or installing attachments.
	7429	trimming edges of shoe parts, assembling and cementing shoe parts.
	7431	assembling and affixing attachments. assembling flow lines.
	8103	ASSEMBLERS assemble components of metal products, electrical and electronic equipment, jewellery and wood products. They may supervise occupations in this unit group. assembling components in sequence by fastening, screwing, hammering, soldering or spot-welding using precision or heavy-duty hand or power tools.
	8105	assembling containers, package folders and cartons.
	8405	STRUCTURAL STEEL AND RELATED CONSTRUCTION LABOURERS assemble and install rigging gear and erect strong temporary structures to enable safe movement of heavy objects and of personnel on construction sites, in shipyards and manufacturing plants, and position and secure steel bars or mesh in concrete forms to reinforce concrete structures permanently.
	8411	transporting, assembling, dismantling, maintaining, laying out and retrieving prospecting and surveying equipment.
	8415	assisting in assembling and dismantling drilling rigs, pumps, conveyors and other equipment.

KEYWORD	CODE	TASK
ASSEMBLING (cont.)	8415	assembling ventilation ducting, water pipes, well tubing and other fittings.
ASSESSING	1301	assessing proposals involving financial expenditure.
	1507	assessing and authorising loan applications.
	2109	assessing the effects of microbic behaviour on tissue and investigating responses of the body to foreign cells or other agents.
	2203	monitoring changes of design and assessing effects on cost.
	2219	assessing production sequences and methods; recommending changes in procedures, utilisation of equipment and labour, and safety precautions.
	2311	examining eyes, administering visual tests and assessing the nature and extent of vision problems and abnormalities.
	2313	testing muscles, nerves, joints and functional ability, and identifying and assessing patients' physical problems.
	2503	preparing, administering and marking projects, assignments and examinations to assess students.
	2505	assessing students and offering advice, criticism and encouragement.
	2601	SOCIAL WORKERS plan, assess, administer and implement programmes in accordance with social policy and individual needs. They may supervise or train students and staff. assessing individual, family or community need for social welfare programs.
	2603	COUNSELLORS assess clients' needs and provide information and advice on educational, vocational, legal or social matters.
	2705	assessing staffing needs.
	2707	analysing computer operations and usage to assess completeness, accuracy, validity and efficiency of system.
	2903	PSYCHOLOGISTS devise and use psychological principles and techniques to investigate and assess cognitive, behavioural or emotional disorders or difficulties and provide treatment or counselling to foster optimal, personal, social, educational or occupational adjustment and development. administering tests and assessing data to identify the source of problems and appropriate treatment.
	2905	reviewing schools and assessing teachers.
	2909	assessing risks and analysing investments in a variety of financial areas.
	3901	assessing community need and resources for health, welfare, housing, employment, training and other facilities and services. assessing nature and extent of difficulties.
	3913	assessing type and quality of produce such as wool, hide and skin or grain.
	3915	determining violations of rules, and assessing and imposing penalties for infractions of rules.
	5505	assessing current stock to determine need for purchase order.

A

KEYWORD	CODE	TASK
ASSESSING (cont.)	5905	PERSONNEL CLERKS advertise for, interview and assess the suitability of persons for employment with a particular organisation, and maintain personnel records of employees.
	6105	assessing the needs of prospective buyers and tenants.
	6201	assessing customers' needs and explaining and demonstrating products or services to them.
ASSIGNING	1505	registering guests, assigning accommodation and showing guests the accommodation and recreation facilities.
	2815	selecting music, assigning parts to individual musicians and singers, and directing musical performance.
ASSISTING	1101	assisting in the moulding of government policy and in formulating, amending and repealing legislation.
	2503	assisting with the administration of TAFE teaching and co-ordination of a teaching timetable.
	2705	assisting in planning recreational services and safety programmes and in implementing equal opportunity, anti-discrimination and other such programmes.
	2905	assisting and advising teachers.
	3101	MEDICAL TECHNICAL OFFICERS AND TECHNICIANS perform routine laboratory tests and procedures ranging in complexity, in support of medical professionals engaged in diagnosis and treatment of disease, and assist dentists in the examining and treating of teeth, mainly among pre-school and primary school children. Technical officers may supervise technicians and other laboratory workers.
	3103	SCIENCE TECHNICAL OFFICERS AND TECHNICIANS perform technical support functions ranging in complexity to assist with research, design, development, production, quality and process control in chemistry, earth sciences, physical sciences, textile production, life sciences and agriculture.
		administering medication to livestock and assisting with experimental feeding programmes.
	3201	ELECTRICAL AND ELECTRONIC ENGINEERING ASSOCIATES AND TECHNICIANS perform technical support functions ranging in complexity to assist engineers in research, design, manufacture, assembly, construction, operation and maintenance of electrical and electronic equipment, facilities and distribution systems. Associates may supervise technicians in this unit group.
		assisting in design and layout of electrical installations and circuitry
		evaluating performance of equipment; assisting engineers in commissioning non-standard equipment.
3203		CIVIL ENGINEERING ASSOCIATES AND TECHNICIANS perform technical support functions ranging in complexity to assist Civil Engineers in research, design, construction, operations and maintenance. Associates may supervise technicians in this unit group.
	3205	MECHANICAL ENGINEERING ASSOCIATES AND TECHNICIANS perform technical support functions ranging in complexity to assist in mechanical engineering research and in the design, manufacture, construction, operation and maintenance of machines, manufacturing equipment, mechanical installations and facilities. Associates may supervise technicians in this unit group.
		assisting mechanical engineers in mechanical equipment, tool and plant design.

KEYWORD

CODE TASK

ASSISTING (cont.)

- 3207 BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATES AND TECHNICIANS perform technical support functions to assist builders, architects and surveyors in time, cost and resource estimation, data evaluation, design mapping construction, site supervision and inspection.
- 3401 assisting medical practitioners to examine patients, administer treatment and deliver babies.
- 5903 TEACHERS' AIDES perform non-teaching and preparatory duties to assist teaching staff in schools.
- assisting in controlling and caring for pupils at school functions and excursions.
- 5907 assisting solicitor in conveyancing, probate, common law and drafting of contracts.
- 6603 ENROLLED NURSES assist registered nurses, doctors and other health professionals by giving basic nursing care to patients in hospitals and nursing homes, caring for infants and young children in infant homes, nurseries and day care centres, and performing ancillary duties specific to particular aspects of medical treatment (urology, surgery, first aid, etc.), and advise mothers on health matters and infant care.
- assisting patients with rehabilitation exercises.
- assisting in administering machine treatment or in applying traction equipment.
- 6605 DENTAL NURSES prepare patients for dental examination and assist Dentists in providing treatment.
- 6607 assisting aged or sick employers with dressing, undressing and moving about.
- 6609 assisting in preparing meals.
- loading and unloading luggage and assisting with hand luggage
- 7103 assisting passengers with handling and storage of luggage.
- 7317 directing offsidiers and labourers assisting drilling operations.
- 8201 FARM HANDS AND ASSISTANTS assist farmers in agricultural establishments (including fisheries) by performing various manual and routine tasks. They may supervise occupations in this unit group.
- assisting shearers by handling fleece and controlling sleep.
- 8203 assisting with loading and transporting logs.
- 8205 NURSERY AND GARDEN LABOURERS plant, cultivate and harvest trees and plants in a plant nursery or assist gardeners in the cultivation, planting and maintenance of private and public gardens.
- assisting in planting and transplanting.
- 8411 SURVEY HANDS perform manual tasks to assist surveyors or geologists.
- 8415 assisting in the operation of drilling rigs, well treatment plants, continuous mining machines, mineral ore processing plants or other such equipment.
- assisting in assembling and dismantling drilling rigs, pumps, conveyors and other equipment.
- 8907 assisting with regular stock-takes.

A

KEYWORD	CODE	TASK
ASSISTING (cont.)	8919	KITCHENHANDS assist other kitchen and service staff in preparing and serving food, and cleaning food preparation and service areas in hotels, motels, restaurants, clubs, cafeterias and other establishments which serve food (except hospitals). assisting in serving food to patrons.
	8921	WARD HELPERS assist in caring for patients in hospitals, nursing homes and clinics, ensure that wards are clean and tidy, and portion and serve food as directed. They may supervise occupations in this unit group. portioning, assisting with final preparations and serving food to patients.
ATTACHING	4607	cutting and shaping panels of sheetmetal, aluminium or reinforced plastic and attaching to framework using hand and power tools.
	4609	attaching door trims, rubber seals, locks and handles.
	4911	attaching buttons and other fasteners.
	4913	attaching springs to frame using fastening gun.
	4917	punching holes in canvas and similar materials using mallet and punch and attaching grommets, metal fittings and fastenings to product by machine or hand sewing.
	5501	signing tally sheets and attaching to checked items.
ATTENDING	7209	attaching implements or equipment to tractor.
	1101	attending community functions and meetings of local groups.
	1505	informing guests of local tourist attractions and recreational facilities and attending to queries and complaints lodged by customers.
	2501	attending conferences and seminars, and conducting research into a particular field of knowledge.
	3501	POLICE investigate crimes, arrest offenders, patrol public areas, attend at the scene of accidents and perform other duties of law enforcement and maintenance of public order. They may supervise occupations in this unit group.
	3909	attending public gatherings where accidents or other health emergencies may occur.
	5103	typing reports, letters, statistical tables and similar material, attending to layout.
	6505	attending patrons to fulfill any additional requests.
	6607	minding children and attending to their needs.
AUDITING	8903	LUGGAGE PORTERS attend to guests' or passengers' luggage in hotels and passenger terminals and escort guests or passengers to their rooms or cabins. They may supervise occupations in this unit group.
	2707	COMPUTING PROFESSIONALS design and prepare software to meet specific requirements in all aspects of the computing environment, control and audit the operation of computing facilities within an organisation, and research theoretical aspects of computing.
AUTHENTICATING	2907	organising, authenticating, evaluating and interpreting historical, political, sociological, anthropological and linguistic data.
AUTHORISING	1201	authorising funds to implement policies and programmes.

KEYWORD	CODE	TASK
AUTHORISING (cont.)	1317	supervising or authorising the work of administration or teaching staff.
	1507	assessing and authorising loan applications.
	2219	authorising modifications, repairs and maintenance.
	5503	notifying addressees of shipment details and clearance requirements and authorising collection of cargo from the dock.
AVOIDING	4929	shearing sheep closely avoiding cuts to skin of animal or to wool.
AWARDING	1103	sentencing offenders and awarding damages.

KEYWORD	CODE	TASK
BAGGING	5403	wrapping, bundling and bagging mail.
BAKING	4703	BAKERS AND PASTRYCOOKS prepare and bake buns, cakes, bread loaves and rolls, and operate forming machines to make biscuits. They may supervise, or receive training in, occupations in this unit group.
BALANCING	6401	balancing cash and informing management of cash position.
BALING	7421	YARN PRODUCTION MACHINE OPERATORS operate machines which clean, compress and bale cotton and wool, and card and spin yarn. They may supervise occupations in this unit group.
BANKING	6403	CASHIERS receive cash, register payments, make payments and bank funds on behalf of retail stores or other organisations. They may supervise occupations in this unit group.
BATHING	4203	finishing products by cleaning, polishing, filing or bathing them in acid solution.
	6603	bathing, dressing and undressing patients.
	8921	bathing and feeding patients.
BENDING	4205	shaping and bending metal sections and pipes using hand and machine tools or by heating and hammering.
	4409	measuring, cutting, threading and bending pipes.
	7415	cutting and bending metal strips to form setting creases and cutting knives.
	8405	selecting, cutting, bending and welding steel bars or mesh and fixing into position in formwork for concrete pours.
BEVELLING	4507	edge-gilding, bevelling, marbling or otherwise finishing book covers using hand tools.
BINDING	4507	BINDERS AND FINISHERS bind and/or finish books and printed products by hand or machine. They may supervise, or receive training in, occupations in this unit group.
		binding books and repairing book bindings.
		operating machines to bind and finish books and other printed products.
BLASTING	7405	cleaning and smoothing metal surfaces by grit blasting, applying bond coating to help adherence of metal or ceramic spray-coat.
BLENDING	7307	operating processing equipment to refine natural gas, manufacture refined petroleum products, and blend petroleum base stocks.
BLOCKING	4911	making hats by shaping, wiring, sewing, gluing and blocking material using needle and thread, sewing machine, steamer and hand iron.
BLOWING	4921	blowing through pipe to inflate gob of molten glass.
		rotating pipe while blowing to attain shape and size of glass object.
	8401	nailing or stapling batt-type insulation to joists, studs or furring, gluing blocks and slabs of foamed plastic or cork to walls; operating equipment to blow or spray fibre fill or foam insulation material into cavities.
BOLTING	4203	bolting, rivetting, brazing or soldering components together using hand or power tools.
	4205	joining metal sections by various welding techniques, bolting or rivetting.
	4607	bolting, screwing, rivetting or welding sections together to form complete framework.

KEYWORD	CODE	TASK
BOLTING (cont.)	4923	assembling jewellery by soldering, brazing, rivetting or bolting, and finishing by filing or buffing.
	8405	selecting, fitting and bolting pipes and tubes until scaffold, crane or crane boom reaches required height.
	8413	bolting and welding sections of rail or switch components together.
BOOKING	8903	providing information, and booking tours, taxis or restaurants, for guests.
BORING	4103	forming metal stock or castings to fine tolerances using machining tool to press, cut, grind, plane, bore or drill metal.
	7317	DRILLING PLANT OPERATORS operate drilling rigs and related equipment to bore wells, shot holes and pilot holes. They may supervise occupations in this unit group.
BRAZING	4203	bolting, rivetting, brazing or soldering components together using hand or power tools.
	4923	assembling jewellery by soldering, brazing, rivetting or bolting, and finishing by filing or buffing.
BREAKING	4921	breaking glass along scored line using notched tool or glass pliers.
	4931	ANIMAL TRAINERS direct and participate in the breaking and training of horses for riding or racing, the training of dogs for racing or guiding the blind, and training other animals to perform for public entertainment.
	7201	EXCAVATING AND EARTHMOVING PLANT OPERATORS operate machinery used to excavate soil, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris and level, smooth and compact surfaces, in construction, mining, forestry and other projects. They may supervise occupations in this unit group.
BREEDING	1401	planning and implementing breeding and feeding programmes for livestock and poultry.
BRIDLING	4931	bridling, saddling and accustoming race horses to reins and rider.
BRIEFING	2605	briefing other legal professionals.
BROADCASTING	2819	ANNOUNCERS broadcast news, sports and other information on radio, television or public address systems, and introduce and host special events.
BRUSHING	8409	sprinkling or brushing hot or cold-mix asphalt over surfaces needing repair to bond topping to base.
BUDDING	4801	selecting and planting seeds, bulbs or cuttings and propagating plants by budding and grafting.
	4209	polishing and buffing sheet or other metal by hand or machine to finish metal parts or articles.
BUFFING	4915	trimming and buffing shoe using knife and buffing wheel.
	4923	assembling jewellery by soldering, brazing, rivetting or bolting, and finishing by filing or buffing.
BUILDING	4907	building and/or installing masts, booms, decking and other structures and fittings.
BUNDLING	5403	wrapping, bundling and bagging mail.

B

KEYWORD	CODE	TASK
BURNING	7315	FURNACE AND KILN OPERATORS operate furnaces, quenching plants, kilns or ovens to smelt, refine or treat metals, fire ceramics, dry and season wood products and timber, or burn waste. They may supervise occupations in this unit group.
	8407	burning scrub and removing rocks and sticks from site.
BUYING	6501	STREET VENDORS, CANVASSERS AND SALES DRIVERS sell or buy merchandise at a set outdoor location or route or solicit orders and sell merchandise by telephone or door-to-door. They may supervise occupations in this unit group.

KEYWORD	CODE	TASK
CALCULATING	2321	calculating length and intensity of exposure to radiation and size and strength of dosage of isotopes.
	3207	calculating costs and estimating time scales.
	4917	calculating dimensions of sail and allowances for hemming and stretching using sail calculation tables and sail specification computer card.
	5301	calculating wages and salaries from payroll records, payments received, expenditure and standard costs.
	5305	calculating actuarial and other statistical data.
	5601	calculating accounts and forwarding accounts to hospital accounts department, or receiving payment for accounts from hotel or motel guests.
	6101	calculating costs of transactions.
CALIBRATING	4213	calibrating precision instruments using standard weights and measures, jigs and fixtures and hand tools to adjust and align parts and small balancing weights.
CALLING	6411	calling out or noting survey readings.
CARDING	7421	YARN PRODUCTION MACHINE OPERATORS operate machines which clean, compress and bale cotton and wool, and card and spin yarn. They may supervise occupations in this unit group.
CARING	3401	REGISTERED NURSES treat and care for the physically and mentally ill or disabled, the elderly and mothers and their new-born babies in hospitals, nursing homes, medical centres and the community. They advise individuals and families on health matters. They may supervise, or receive training in, occupations in this unit group.
	5903	assisting in controlling and caring for pupils at school functions and excursions.
	6601	caring for disabled or handicapped children.
	6603	ENROLLED NURSES assist registered nurses, doctors and other health professionals by giving basic nursing care to patients in hospitals and nursing homes, caring for infants and young children in infant homes, nurseries and day care centres, and performing ancillary duties specific to particular aspects of medical treatment (urology, surgery, first aid, etc.), and advise mothers on health matters and infant care.
	8921	WARD HELPERS assist in caring for patients in hospitals, nursing homes and clinics, ensure that wards are clean and tidy, and portion and serve food as directed. They may supervise occupations in this unit group.
CARRYING	8903	carrying luggage.
CARVING	2801	PAINTERS, SCULPTORS AND RELATED PROFESSIONALS create visual forms using painting, drawing, printing, electronic or other media, and three dimensional forms by carving, modelling or constructing in order to communicate an impression or idea.
	4905	OTHER WOOD TRADESPERSONS carve designs in wood, apply finishes to furniture, make picture frames, models or barrels from wood or make cane furniture. They may supervise, or receive training in, occupations in this unit group.
		carving ornamental designs in wood for furniture, panelling and other decorative purposes using gauges, knives, chisels and mallet or other hand tools and woodworking machines.
CASTING	4501	casting lines of type in hot metal and/or cold type.

C

KEYWORD	CODE	TASK
CATALOGUING	2911	organising, classifying and cataloguing library material.
	5401	sorting, cataloguing and maintaining index cards for library items, cards, correspondence, invoices, receipts and other materials according to established procedures and classification systems.
CATCHING	1401	organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	8925	FISHERMEN/WOMEN, DECKHANDS AND SEAMEN/WOMEN maintain ship's equipment and structures and catch fish, crustaceans and molluscs. They may supervise occupations in this unit group.
CEMENTING	4409	welding, threading, cementing or soldering pipes together.
	4915	sewing or cementing outer sole to edge.
	7429	trimming edges of shoe parts, assembling and cementing shoe parts.
CHANGING	4213	installing security systems, changing tumblers in locks, changing locks, cutting keys and opening locks by manipulation.
	4301	changing layout of cable systems.
	4601	relining and adjusting brakes, replacing worn shock absorbers, changing oil and air filters, lubricating vehicle parts.
	7101	changing controls and power supply pole at terminus to enable tram to be driven from other end.
	7317	operating drilling rig, starting and stopping drill and changing drill bits.
	7431	changing die to produce different shapes.
	8921	changing bed linen, and making beds.
CHECKING	1307	negotiating purchase contracts with suppliers, checking quality and cost of purchased goods and negotiating with suppliers concerning defects.
	1505	checking rooms, collecting keys, determining and collecting payment when guests check out.
	2307	receiving prescriptions and checking for correct dosage and drug compatibility before dispensing.
	2311	checking lenses and aids made by optical mechanics for suitability and comfort.
	3301	checking flight controls, instruments, navigation equipment and radios before, during and after flight.
	3501	patrolling an assigned area on foot or in a radio controlled vehicle to check security.
		checking licensed premises to ensure that licensing laws are obeyed.
	4101	checking accuracy of manufactured article to fine tolerances, using precision measuring instruments.
	4103	checking fabricated and assembled metal parts for accuracy, clearance and fit using precision measuring instruments.
	4203	checking dimensions of formed articles using precision measuring instruments.

KEYWORD

CODE TASK

CHECKING (cont.)

- 4209 checking depth of coating.
- 4309 testing circuits for safety, and checking for defects.
- 4401 checking the accuracy of work with a square rule and spirit level.
- 4403 checking each row for vertical and horizontal alignment.
- 4503 printing and examining proofs to check quality and correcting where necessary.
- 4601 dismantling assembly, checking parts.
- 4703 checking cleanliness and operation of equipment before production runs to ensure health and safety regulations are met.
- 4923 checking article against specifications using precision measuring instruments.
- 5303 checking validity of documents and forwarding documents to company's share register.
- 5403 receiving and checking incoming mail.
- 5501 checking inventories.
- checking attainment of production quotas.
- 5503 TRANSPORT RECORDING AND DESPATCHING CLERKS check contents and compile and check documents of freight goods, tally and record consignments and destination details of articles and containers and make freight bookings and associated arrangements. They may supervise occupations in this unit group.
- checking and recording defects or deficiencies of goods.
- preparing and checking documents, maintaining records of receipts and despatches.
- checking availability of cargo space and arranging bookings on behalf of customers.
- 5505 checking supply invoices against purchase orders.
- 5901 checking lists and making enquiries to trace addressees of customers.
- 5909 checking records and compiling mail statistics.
- 6301 checking stock and participating in stock takes.
- 6403 checking goods purchased by customers.
- counting and recording moneys received and checking against sales dockets or other documentation.
- 6405 checking available seating, services and timetables and making reservations over the counter or by telephone.
- 7105 verifying loading documents at pick up point, obtaining certification of delivery and checking condition of goods.
- 7107 checking locomotive to ensure safety of engine prior to use.
- 7305 checking instruments and equipment to ensure proper operation.
- 7311 checking instruments.
- 7405 setting up and checking the functioning of the machine prior to operation.

C

KEYWORD	CODE	TASK
CHECKING (cont.)	7407	spraying moulds with gelcoat, setting controls and checking the functioning of the machine prior to operation.
	7409	setting controls and checking functioning of machine prior to operation.
	7415	checking auxiliary equipment.
	7417	measuring samples with special instruments to check conformity to specifications.
	7419	checking machine and feeder functions.
		measuring samples with special instruments to check conformity to specifications.
	7423	checking moisture content of leather.
	7429	checking piece or finished item for defects.
	7433	checking cleanliness of machines and containers and testing machine functioning prior to operation.
		taking samples for quality control of both product and seal and to check date stamping.
	7435	checking packaging supply
	8109	checking particular details of product or assembly.
	8907	receiving incoming goods, checking for damage and for discrepancies between goods and invoices.
		operating specialised equipment such as manually or electronically guided order pickers and checking items off picking list.
CHISELLING	8909	writing inventory lists and checking inventories for discrepancies.
	8923	checking functioning of system after new parts have been fitted.
	4205	cleaning and smoothing weld by filing, chiselling and grinding.
CHROME-PLATING	4605	filing or chiselling rough spots.
	4503	chrome-plating and polishing plates and cylinders.
CLAIMING	5303	claiming accruing dividends and new stock issues.
CLASSIFYING	2911	organising, classifying and cataloguing library material.
	3103	isolating, identifying, collecting and classifying living organisms, studying their reaction to light, temperature, nutrition and chemical agents.
	5401	LIBRARY AND FILING CLERKS classify, sort and file publications, documents, correspondence and audio-visual material in libraries and offices. They may supervise occupations in this unit group.
CLEANING	1401	cleaning and disinfecting buildings, sheds, pens, equipment and facilities to maintain produce quality and health standards.
	4203	finishing products by cleaning, polishing, filing or bathing them in acid solution.
	4205	cleaning and smoothing weld by filing, chiselling and grinding.
	4405	preparing surfaces by cleaning and sanding.

KEYWORD	CODE	TASK
CLEANING (cont.)	4405	cleaning and maintaining equipment and work area.
	4413	preparing surface by removing old tile, grout and adhesive, and cleaning with soap and water. cleaning tiles and removing excess grout.
	4505	cleaning and maintaining, presses and performing minor repairs.
	4705	cleaning or supervising cleaning of utensils, dishes, equipment and work area.
	4923	cleaning stone, securing in jig, operating lathe, grinding wheel or rotating disc to shape and smooth surface and cut facets.
	4927	cleaning work area and instruments.
	6503	cleaning the bar service area.
	6601	cleaning premises and putting equipment away.
	6603	cleaning and sterilising equipment.
	6605	cleaning mouth with water sprays and suction devices, polishing teeth, applying fluoride. cleaning and sterilising equipment.
	7103	cleaning, servicing, maintaining and repairing vehicles.
	7201	servicing, lubricating, cleaning and refuelling equipment, performing minor repairs.
	7207	cleaning, servicing and maintaining machinery.
	7301	cleaning and lubricating components and equipment.
	7303	cleaning machinery, gauges and instruments.
	7405	cleaning and smoothing metal surfaces by grit blasting, applying bond coating to help adherence of metal or ceramic spray-coat.
	7409	cleaning, and smoothing non-rubber surfaces by sandblasting.
	7411	cleaning and disinfecting machinery.
	7413	monitoring operation, resetting guides, replacing defective timber for re-processing, cleaning glue from press plate, clearing blockages in hoppers or other feeding mechanisms, replacing saw blades or selecting different blades.
	7417	cleaning and repairing machinery.
	7419	cleaning and repairing machinery.
	7421	YARN PRODUCTION MACHINE OPERATORS operate machines which clean, compress and bale cotton and wool, and card and spin yarn. They may supervise occupations in this unit group. cleaning and lubricating equipment.
	7423	cleaning work area and equipment.
	7431	cleaning and sanitising equipment, pumps, hoses, storage tanks and vessels.
	7433	cleaning work area and machinery.

KEYWORD

CODE TASK

CLEANING (cont.)

8101 TRADES ASSISTANTS clean, load, transport and perform other routine tasks as directed by Tradespersons.

collecting, cleaning and storing tools and equipment.

cleaning and preparing Tradesperson's working surface.

8107 sanding, grinding or cleaning surface of item to be painted.

cleaning nozzles, containers and hoses of machines.

8201 cleaning and maintaining premises, machinery and equipment irrigating land and maintaining irrigation channels.

8301 CLEANERS clean building and construction sites, commercial, industrial and domestic equipment and premises, public transport vehicles and particular types of surface such as glass or carpet. They may supervise occupations in this unit group.

cleaning furniture, fittings, walls, windows, ceilings and vehicle interiors.

cleaning carpet using steam ejecting wands and other special equipment.

8409 sweeping pavement bases prior to laying asphalt surfaces, cleaning worksite, loading and unloading equipment.

8415 cleaning and maintaining equipment, removing spillage and debris from drilling floor.

8913 CARETAKERS clean and maintain apartment buildings, schools, offices, hotels and motels, holiday camps or caravan parks and associated grounds.

cleaning and maintaining grounds and common facilities.

8915 cleaning and tidying home or lodging establishment.

8919 KITCHENHANDS assist other kitchen and service staff in preparing and serving food, and cleaning food preparation and service areas in hotels, motels, restaurants, clubs, cafeterias and other establishments which serve food (except hospitals).

washing and cleaning kitchen areas.

8921 cleaning instruments and utensils, storing medical and kitchen supplies.

cleaning and tidying wards.

8925 sorting, cleaning and stowing catch.

CLEARING

7209 AGRICULTURAL PLANT OPERATORS operate tractor-drawn or self-propelled machinery to clear and cultivate land, sow and harvest plants in an agricultural or amenity horticultural operation.

7413 monitoring operation, resetting guides, replacing defective timber for re-processing, cleaning glue from press plate, clearing blockages in hoppers or other feeding mechanisms, replacing saw blades or selecting different blades.

7419 clearing blockages.

7423 correcting misfeeds and clearing blockages.

7431 clearing blockages.

7433 clearing blockages.

KEYWORD	CODE	TASK
CLEARING (cont.)	8203	clearing surrounding area of saplings and debris prior to tree-felling.
	8407	EARTHMOVING LABOURERS perform manual tasks associated with clearing, levelling and excavating engineering and construction sites and irrigation channels.
	8411	clearing brush and debris from line of survey.
CLOSING	7301	opening and closing power switches to control the distribution of electricity over feeder circuits between generating station and sub-stations and to transfer load between circuits.
CO-ORDINATING	1201	co-ordinating subordinate units and staff, and instituting reporting, audit and control systems.
	1301	co-ordinating the development, implementation and monitoring of financial, accounting and administrative systems (including computerised systems).
		directing and co-ordinating economic research.
	1307	co-ordinating investigation of supply, distribution and storage options.
	1313	directing and co-ordinating programme activity and policy formulation.
	1317	co-ordinating the educational and administrative affairs of an educational institution.
	1319	directing and co-ordinating programme activity and policy formulation.
	1601	MANAGING SUPERVISORS (OTHER BUSINESS) co-ordinate the operations of relatively small businesses conducting operations in manufacturing, wholesale trade, construction and various industries other than primary production, retail trade and services.
	2209	establishing a detailed programme to co-ordinate site activities, administer contracts, and ensure satisfactory completion.
	2703	co-ordinating the work of other researchers and publicity writers, appraising and revising their work.
	2811	planning, directing and co-ordinating the filming of a motion picture or television programme, or the taping and broadcasting of a radio production.
		co-ordinating activities of studio or stage crew, performers and technicians during rehearsals and productions of programmes.
	2905	confering with teachers and education officials to co-ordinate programmes.
	3207	co-ordinating works programme for various trades.
	3901	WELFARE PARA-PROFESSIONALS provide support, information and advice to individuals or groups on emotional, financial, recreational, health, housing and other social matters and evaluate and co-ordinate the services of welfare and community service agencies.
	3915	co-ordinating and directing horse or dog racing activities.
	4703	co-ordinating the loading and unloading of ovens.
	7211	FIRE FIGHTERS control or extinguish fires and protect life and property threatened by fires or accidents, and participate in and co-ordinate fire prevention activities. They may supervise occupations in this unit group.
		co-ordinating training of volunteers and instructing in fire prevention, fire-fighting, rescue and use of breathing apparatus.
		investigating fire hazards and taking or co-ordinating necessary fire prevention action.

C

KEYWORD	CODE	TASK
CO-ORDINATING (cont.)	7309	communicating with other operators to co-ordinate actions.
COACHING	3915	coaching teams and training sportspersons in the performance of their sport by demonstrating techniques, prescribing exercises and supervising practice.
COATING	4209	METAL FINISHING TRADESPERSONS coat metal parts and articles using electrolytic processes or polish metal articles. They may supervise, or receive training in, occupations in this unit group.
	7411	operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients.
COLLATING	3103	collating information from geological surveys, seismic surveys and meteorological observations.
	4507	folding, collating and sewing signatures (sheets) by hand or machine.
	5903	preparing stencils and duplicates and collating copies.
COLLECTING	1401	organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	1505	checking rooms, collecting keys, determining and collecting payment when guests check out.
	2603	collecting data relevant to clients' needs.
	2701	collecting, analysing and interpreting information on financial standing, cost structures and trading effectiveness of organisations.
	2807	collecting and analysing facts about newsworthy events from interviews, printed matter, investigations and observations.
	2907	observing, collecting and measuring data related to area of geographical specialisation.
	3101	collecting blood samples, making blood counts, testing to determine bleeding, coagulation time, blood types and characteristics.
	3103	isolating, identifying, collecting and classifying living organisms, studying their reaction to light, temperature, nutrition and chemical agents.
	3203	collecting and analysing data, performing complex computations.
	3205	collecting and analysing data, performing complex computations.
	3207	collecting data using surveying instruments and photogrammetric equipment.
	3501	taking statements and collecting evidence at scenes of traffic accidents.
	4927	collecting payments.
	5605	collecting signatures and charges from customers. issuing and collecting receipts for pick-up and delivery items.
	5901	COLLECTION CLERKS collect payments and perform clerical duties associated with debt collection. telephoning or writing to customers to collect money or arranging later payment.
	5903	distributing and collecting lesson material.

KEYWORD	CODE	TASK
COLLECTING (cont.)	5907	listing court actions, collecting moneys and maintaining court records.
	8105	collecting rent and bond moneys.
	8405	TICKET SALESPERSONS collect fares, sell tickets and make reservations for travel, sporting or entertainment venues, or accept wagers and pay out minor winnings in lottery offices or betting shops.
	7103	collecting and distributing parcels and mail or acting as courier.
	7431	collecting samples for analysis at various stages of the production process.
	8101	collecting, cleaning and storing tools and equipment.
		collecting and removing rubble and waste material from work area.
	8109	QUALITY CONTROLLERS collect product samples and conduct tests to grade quality and weight and maintain records.
	8203	collecting seeds, cultivating and planting seedlings for reforestation purposes.
	8411	collecting and labelling samples as directed.
	8901	USHERS AND DOOR ATTENDANTS collect tickets, control admission and direct patrons in social and entertainment venues.
		collecting fees and tickets.
	8905	GARBAGE COLLECTORS collect household, commercial and industrial waste for disposal. They may supervise occupations in this unit group.
	8913	collecting rentals and renewing leases.
COMBATTING	7211	developing fire-fighting and rescue techniques to combat specific hazards.
COMMENTING	2819	describing and commenting on sports, processions and other events.
COMMISSIONING	2703	commissioning research into public opinion, analysing findings and planning publicity campaigns accordingly.
		commissioning or obtaining photographs or other illustrative material.
COMMUNICATING	2801	PAINTERS, SCULPTORS AND RELATED PROFESSIONALS create visual forms using painting, drawing, printing, electronic or other media, and three dimensional forms by carving, modelling or constructing in order to communicate an impression or idea.
	2805	preparing illustrations or sketches to communicate design concept.
	3305	communicating with ship and shore stations and encoding and decoding data for radio transmissions.
	7103	communicating with radio control centre to receive booking details and to report on location and availability.
	7201	communicating with other operators for on-site co-ordination.
	7309	communicating with other operators to co-ordinate actions.
	7311	communicating with rigger to position hook and to raise, move and place loads.

C

KEYWORD	CODE	TASK
COMPACTING	7201	EXCAVATING AND EARTHMOVING PLANT OPERATORS operate machinery used to excavate soil, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris and level, smooth and compact surfaces, in construction, mining, forestry and other projects. They may supervise occupations in this unit group.
	7207	operating road roller to smooth and compact surface.
	8409	PAVING AND SURFACING LABOURERS perform manual tasks to spread, level, and compact bituminous and other paving material on roads, runways or parking areas, as part of construction or maintenance programmes. They may supervise occupations in this unit group. shovelling asphalt mix into areas inaccessible to paving machines, levelling and compacting mix using rake and hand tamper.
COMPERING	2817	compering performances for the purpose of entertainment.
COMPETING	3915	SPORTSPERSONS AND RELATED WORKERS compete in sporting activities for monetary gain, train sporting competitors and officiate at sporting events. They may receive training in occupations in this unit group. competing in, and training for, sporting events.
COMPILING	2205	designing and compiling map manuscripts.
	2321	compiling electronic or photographic records of tests for diagnostic purposes.
	2601	compiling case records or reports.
	2705	compiling training manuals, visual aids and materials.
	2907	compiling and analysing data on economic, legal, political, cultural, demographic, physical and environmental factors affecting land use. compiling historical data through research into primary and secondary sources, consultation and interview.
	5301	recording and compiling summaries of financial transactions, wage and salary deductions and variations, and operation and production costs. compiling and distributing wages and salaries.
	5305	STATISTICAL AND ACTUARIAL CLERKS compile and tabulate statistical information. They may supervise the occupations in this unit group. compiling tables, charts and graphs of statistical information from source materials and calculations.
	5501	examining orders and compiling data for production schedules. maintaining production records and compiling reports.
	5503	TRANSPORT RECORDING AND DESPATCHING CLERKS check contents and compile and check documents of freight goods, tally and record consignments and destination details of articles and containers and make freight bookings and associated arrangements. They may supervise occupations in this unit group.
	5505	compiling reports on stock-handling equipment, adjustments to inventories, spoilage or damage to stock, location changes or refusals of shipments.
	5909	checking records and compiling mail statistics.

KEYWORD	CODE	TASK
COMPILING (cont.)	6103	compiling lists of potential clients from directories and other sources.
COMPLYING	7101	complying with traffic regulations and rules.
COMPOSING	2807	JOURNALISTS write and edit news reports, commentaries and feature stories for presentation by print or electronic media or compose written material to advertise products or services. They may receive training in occupations in this unit group.
	4501	planning and composing pages in metal, bromide or film.
COMPOUNDING	2307	PHARMACISTS compound and dispense pharmaceuticals and other drugs and medicines in hospitals and pharmacies, and conduct research on production, storage, quality control and distribution of drugs and related supplies.
COMPRESSING	7411	operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients.
	7421	YARN PRODUCTION MACHINE OPERATORS operate machines which clean, compress and bale cotton and wool, and card and spin yarn. They may supervise occupations in this unit group.
COMPUTING	5203	BUSINESS MACHINE OPERATORS record and compute data using office business machines. They may supervise occupations in this unit group.
CONCEIVING	2801	conceiving and developing ideas for artistic presentation, and selecting and arranging subject.
CONDUCTING	1103	conducting trials according to Rules of Procedure.
	1303	planning and conducting marketing campaigns and promotional activities.
	1401	organising and conducting farming operations particular to the type of farm, such as milking, shearing, collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	2101	conducting experiments to identify chemical composition, energy and chemical changes in natural substances or processed materials.
	2105	conducting experiments, tests and analyses in fields such as mechanics, optics, sonics, thermodynamics, electricity, electronics, magnetism and nuclear physics.
	2109	MEDICAL TESTING PROFESSIONALS conduct medical laboratory tests and apply knowledge and methodology from various scientific disciplines such as physics, chemistry and engineering to provide information and develop equipment for diagnosis, treatment and prevention of human disease.
	2207	CHEMICAL ENGINEERS conduct applied research to develop and improve commercial-scale chemical products or processes, and design and prepare specifications for commercial-scale chemical plants and control systems. They oversee industrial processing and fabrication operations involving products undergoing physical and chemical changes. They may supervise engineering associates and technical officers.
		investigating practical engineering problems, conducting mathematical modelling and computer simulation of complex processes.
	2209	CIVIL ENGINEERS plan, design and direct construction and manage operations and maintenance of large-scale transport, water supply and sewerage structures. They conduct research into materials, processes and systems, scientific theories and principles applicable to practical engineering problems. They may supervise engineering associates and technical officers.

KEYWORD	CODE	TASK
CONDUCTING (cont.)	2209	conducting experiments, investigating and correlating data on concrete technology, structures, soil mechanics, hydrology, hydraulics, water and waste treatment processes and other such areas.
	2211	conducting experiments; investigating and correlating data on power generation and transmission systems, transformers, switchgear and electric motors and their controls, telemetry and remote control systems, process and systems control, data processing equipment, radar, communications equipment, and microwave systems.
	2213	MECHANICAL ENGINEERS design and develop machines, mechanisms, mechanical plant and systems and oversee their assembly, erection and operation. They conduct research into materials, mechanisms, machines and processes to solve practical engineering problems. They may supervise engineering associates and technicians.
		conducting experiments, investigating and correlating data on energy use, materials handling, thermodynamic processes, fluid mechanics, vehicles and environmental controls.
	2215	conducting preliminary surveys of mineral deposits to ascertain economic feasibility of ore extraction.
	2219	OTHER ENGINEERS design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment. They may supervise engineering associates and technicians.
	2307	PHARMACISTS compound and dispense pharmaceuticals and other drugs and medicines in hospitals and pharmacies, and conduct research on production, storage, quality control and distribution of drugs and related supplies.
	2309	conducting treatment programmes on an individual or group basis, directing recreational, remedial, social and educational activities.
	2315	planning and conducting programmes of remedial exercises to correct stuttering, abnormal articulation and other disorders.
	2501	UNIVERSITY AND CAE (COLLEGE OF ADVANCED EDUCATION) TEACHERS prepare and deliver lectures and teach tertiary students in one or more subjects within a prescribed course of study, and conduct tutorials and research in a particular field of study.
		preparing and delivering lectures, conducting tutorials, seminars, and laboratory sessions.
		attending conferences and seminars, and conducting research into a particular field of knowledge.
	2603	conducting counselling or therapeutic interviews.
	2605	LAWYERS advise clients on legal matters, draw up documents, draft legislation, and negotiate, prepare and conduct court cases on behalf of individuals, corporations or Government.
	2607	MINISTERS OF RELIGION conduct services and provide spiritual guidance and motivation for a congregation, parish or community.
		preparing and conducting services of public worship and administering sacraments in accordance with the accepted ceremonial requirements of the respective denomination.
	2701	conducting audits and investigations.

KEYWORD	CODE	TASK
CONDUCTING (cont.)	2703	PUBLIC RELATIONS OFFICERS plan, organise and conduct programmes of information dissemination to promote a favourable view of an organisation, product or services among the public.
	2707	conducting research into computers and computer based systems.
	2811	selecting cast and allocating roles by viewing performances, conducting screen tests and auditions, and searching through talent files.
	2815	MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS write, arrange, orchestrate, perform and conduct musical compositions.
	2903	conducting counselling or therapeutic interviews.
	2905	EDUCATION RESEARCHERS AND RELATED PROFESSIONALS conduct educational research and develop course curricula and associated materials for educational institutions or, in a consultant or specialist capacity, advise school teachers and administrative officials on a particular area of education.
	2909	MATHEMATICIANS, STATISTICIANS AND ACTUARIES apply mathematical and statistical principles and techniques to a range of tasks including designing statistical collections, studying financial policy and investment, conducting scientific research and solving engineering, management and other problems.
	3905	INSPECTORS AND REGULATORY OFFICERS conduct inspections to enforce government standards and regulations, industrial awards, or industry standards, to maintain and improve quality of services, or in relation to insurance. They may supervise occupations in this unit group.
	4211	conducting routine pre-flight inspections of engines, aircraft frames and mechanical systems.
	5905	conducting correspondence and answering queries.
	6101	SECURITIES AND FINANCE DEALERS conduct financial market transactions on behalf of clients or company and recommend transactions to clients or senior management.
	6105	selecting suitable properties and conducting prospective buyers and tenants through them.
	6403	arranging and conducting banking business.
	6601	planning, conducting and participating in programmes of games and activities to encourage social, emotional, physical and intellectual development in children.
	8109	QUALITY CONTROLLERS collect product samples and conduct tests to grade quality and weight and maintain records.
CONFERRING	2103	conferring with mining engineers, metallurgists and finance professionals to determine the economics of resource extraction.
	2307	conferring with chemists, engineers and other professionals about manufacturing techniques and ingredients.
	2905	conferring with teachers and education officials to co-ordinate programmes.
	3401	conferring with psychiatrists, psychologists, social workers, occupational therapists and other workers to evaluate the condition of psychiatric patients and intellectually handicapped persons and to plan therapy and rehabilitation programmes.
	3913	conferring with suppliers to determine reasons for late deliveries.

KEYWORD	CODE	TASK
CONFERRING (cont.)	4405	studying proposals, sketches or written instructions and conferring with client to confirm nature and style of work to be undertaken.
CONFIRMING	4405	studying proposals, sketches or written instructions and conferring with client to confirm nature and style of work to be undertaken.
CONNECTING	4303	selecting, cutting and connecting wire or cable to terminals or connectors.
	4305	connecting electrical accessories to power supply.
	4307	connecting piping and component parts to form complete circulatory system.
	4309	connecting wires to circuit breakers, transformers, timers and other electrical equipment to complete circuit.
		connecting power distribution system to power systems.
	4409	assembling and installing pipelines, connecting pipes to various components, equipment and appliances.
	4909	connecting wire, fuse or detonating cord to explosive cartridge and detonator and wire to electric detonator.
	5603	operating switchboard to connect and disconnect telephone calls.
	7317	setting up rig, positioning drilling equipment and connecting power cables and water and air hoses.
CONSIDERING	1103	reading, hearing and considering evidence.
CONSTRUCTING	2305	constructing inlays and artificial crowns to replace portions of teeth.
		designing, constructing and fitting complete and partial dentures, orthodontic and other appliances and performing bridge work.
	2801	PAINTERS, SCULPTORS AND RELATED PROFESSIONALS create visual forms using painting, drawing, printing, electronic or other media, and three dimensional forms by carving, modelling or constructing in order to communicate an impression or idea.
	2903	constructing achievement, diagnostic and predictive tests.
	3201	developing, constructing and testing prototype electronic devices.
	4401	CARPENTERS AND JOINERS construct, erect, install, renovate and repair wooden structures and fixtures used in internal and external building frameworks, dams, bridges and theatrical sets. They may supervise, or receive training in, occupations in this unit group.
	4403	BRICKLAYERS lay bricks, stones, tiles and building blocks to construct and repair structures such as walls, foundations and arches; or equipment such as boilers, industrial ovens, furnaces, kilns and smelters. They may supervise, or receive training in, occupations in this unit group.
	4607	constructing framework sections in metal, wood, fibreglass or substitute materials using stretching and shrinking machinery and welding equipment.
	4805	GARDENERS cultivate and maintain plants, plan and construct gardens, landscapes, inspect and treat plants to improve their health and appearance. They may supervise, or receive training in, occupations in this unit group.
		constructing garden features and facilities.

KEYWORD	CODE	TASK
CONSTRUCTING (cont.)	4905	constructing full size or scale models of production line items using measuring instruments and woodworking tools and machines.
	4907	constructing templates of ship or boat parts to be fabricated.
	7415	PAPER AND PAPER PRODUCTS MACHINE OPERATORS operate wet and dry end papermaking machines and construct forms for use in cutting and creasing paperboard. They may supervise occupations in this unit group.
CONSULTING	1201	consulting with subordinates and reviewing recommendations and reports.
	2215	consulting geologists, geophysicists and other engineers concerning location, design and development of extractive processes.
	2219	consulting users of aircraft, ships, agricultural and other machinery concerning design requirements.
	2805	determining the objectives of the design by consulting with client, undertaking research, analysing functional requirements or studying layouts.
	2807	determining advertising approach by consulting client and management, and studying product.
	2813	studying musical score, story or theme and consulting with production staff to determine interpretation.
	3913	consulting catalogues to obtain prices and specifications.
CONTROLLING	1303	planning and controlling sales activities, methods and arrangements.
	1305	controlling the operation of production plant facilities, quality control procedures and the implementation of safety requirements.
	1309	controlling activities in personnel administration, staff selection and training, labour relations, wage and salary administration, health and safety, security and employee benefits.
	1311	controlling the selection and training of programmers and operators and monitoring their performance.
	1315	monitoring and controlling expenditure on staff, supplies, equipment and services.
	1319	controlling expenditure and stores use.
	1501	controlling the selection and training of staff and supervising their work.
	1503	purchasing or controlling the purchase of food supplies and monitoring quality at all stages of preparation and presentation. controlling the selection and training of staff and supervising their work.
	1505	controlling the selection and training of staff and supervising their work in various organisational units such as reception, dining room, kitchen, bar etc.
	1507	controlling the selection, training and supervision of staff.
	1601	engaging and controlling work of sub-contractors.
	2217	METALLURGISTS AND MATERIALS SCIENTISTS investigate the properties of metals and alloys; develop new ceramic, polymeric and other materials; and develop, control and advise on extraction, refinement, alloying and treatment procedures. They may supervise engineering associates and technicians.

KEYWORD

CODE TASK

CONTROLLING (cont.)

- 2707 COMPUTING PROFESSIONALS design and prepare software to meet specific requirements in all aspects of the computing environment, control and audit the operation of computing facilities within an organisation, and research theoretical aspects of computing.
- 3103 studying chemical and physical problems and developing solutions, controlling experimental procedures, testing samples and monitoring usage for quality and quantity control of laboratory supplies.
- 3301 controlling aircraft on the ground and during take-off and landing.
- 3305 SHIP'S PILOTS AND DECK OFFICERS control and navigate, or provide specialised service to, vessels used in water transport, and command crew. They may receive training in occupations in this unit group.
- 3903 operating console to monitor and control radio and television broadcasts.
- 3911 PRISON OFFICERS guard and control inmates in penal institutions. They may supervise occupations in this unit group.
- 4103 preparing pattern mechanism to control operation of textile machines used to spin, weave, knit, sew and tuft fabric.
- 4801 watering plants and controlling automatic watering operations.
controlling pests, diseases, weeds and nutritional and environmental plant disorders.
- 4803 repairing green damage and controlling pests, diseases and weeds.
- 4805 pruning, fertilising and watering plants and controlling pests and diseases.
- 4901 installing guides, fixtures or jigs to table or bed of machine, adjusting angle and height of table and adjusting feed rollers to control movement of workpiece.
- 5903 assisting in controlling and caring for pupils at school functions and excursions.
- 7211 FIRE FIGHTERS control or extinguish fires and protect life and property threatened by fires or accidents, and participate in and co-ordinate fire prevention activities. They may supervise occupations in this unit group.
- 7301 controlling the flow of fuel to generating equipment.
opening and closing power switches to control the distribution of electricity over feeder circuits between generating station and sub-stations and to transfer load between circuits.
- 7303 setting valves, levers and switches to control the output of engines, boilers, refrigeration systems, air conditioning systems and associated mechanical equipment.
- 7305 controlling the preparation and measuring of raw material.
controlling the feeding of raw material and processing agents into the plant.
- 7313 controlling movement of load directly or by signalling to other operators.
- 7315 controlling the introduction of materials to be melted, treated, fired, dried or burned into the furnace, kiln or oven.
- 7409 monitoring operation and controlling curing process.
- 7417 adjusting duct orifices to control size of molten gob.
operating controls to control annealing time of formed glassware.

KEYWORD	CODE	TASK
CONTROLLING (cont.)	7417	setting attachments for, and controlling ejection of, sub-standard products.
	7419	controlling filling of moulds, finishing exposed surfaces.
	7427	starting, stopping and controlling speed of machine with pedal(s) or knee levers.
	8201	assisting shearers by handling fleece and controlling sheep.
	8901	USHERS AND DOOR ATTENDANTS collect tickets, control admission and direct patrons in social and entertainment venues.
CONVEYANCING	5907	assisting solicitor in conveyancing, probate, common law and drafting of contracts.
CONVEYING	8101	conveying instructions between Tradespersons.
COOKING	4705	COOKS plan menus, and prepare and cook food in catering, dining, domestic or other establishments. They may supervise, or receive training in, occupations in this unit group.
		preparing and cooking meat, fish, vegetables and other foods using a variety of methods.
	8915	preparing, cooking and serving meals and refreshments.
	8919	preparing and cooking simple food items.
COOLING	4201	tempering and hardening finished article by quenching in oil or water bath or by cooling gradually in air.
COPYING	5103	TYPISTS AND TYPIST-CLERKS copy written, typed or recorded material using typewriters and dictation equipment, and perform clerical tasks. They may supervise occupations in this unit group.
CORRECTING	2315	planning and conducting programmes of remedial exercises to correct stuttering, abnormal articulation and other disorders.
	4503	dot-etching, retouching and correcting film.
		printing and examining proofs to check quality and correcting where necessary.
	5103	proof-reading and correcting copy.
	5201	correcting entered and transcribed data on visual display unit.
	7423	correcting misfeeds and clearing blockages.
CORRELATING	2209	conducting experiments, investigating and correlating data on concrete technology, structures, soil mechanics, hydrology, hydraulics, water and waste treatment processes and other such areas.
	2211	conducting experiments, investigating and correlating data on power generation and transmission systems, transformers, switchgear and electric motors and their controls, telemetry and remote control systems, process and systems control, data processing equipment, radar, communications equipment, and microwave systems.
	2213	conducting experiments, investigating and correlating data on energy use, materials handling, thermodynamic processes, fluid mechanics, vehicles and environmental controls.
COUNSELLING	2315	counselling and guiding language-handicapped individuals and families, their teachers and employers.
	2407	advising, instructing and counselling parents and/or teachers on availability and use of special techniques.

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KEYWORD	CODE	TASK
COUNSELLING (cont.)	2705	counselling staff on vocational matters, grievances and difficulties.
COUNTING	6403	counting and recording moneys received and checking against sales dockets or other documentation.
	8105	packing containers or bags with product, counting, weighing or measuring amount and adjusting quantity.
	8917	folding, rolling, counting and stacking processed articles.
COVERING	4405	PAINTERS, DECORATORS AND SIGNWRITERS apply paint, varnish and other finishes to walls and ceilings, or cover them with paper, vinyl or fabrics, to protect and decorate surfaces of domestic, commercial and industrial buildings, or design and paint signs for displays, buildings and other structures. They may supervise, or receive training in, occupations in this unit group.
	4407	covering joints and nail holes and finishing surface.
	4411	ROOF SLATERS AND TILERS cover structures with roof tiles, sheets or shingles to form a waterproof surface. They may supervise, or receive training in, occupations in this unit group.
	4605	covering areas not to be painted with masking tape and paper.
	4913	UPHOLSTERERS AND BEDDING TRADESPERSONS cover furniture and bed spring units with fabric or other material and repair furniture. They may supervise, or receive training in, occupations in this unit group.
CREATING	2801	PAINTERS, SCULPTORS AND RELATED PROFESSIONALS create visual forms using painting, drawing, printing, electronic or other media, and three dimensional forms by carving, modelling or constructing in order to communicate an impression or idea.
	2805	DESIGNERS AND ILLUSTRATORS create designs for new types and styles of clothing and accessories, new commercial and industrial products, and building interiors, or do artwork and illustrations for presentation by a wide variety of media.
	2813	DANCERS AND CHOREOGRAPHERS create and perform dances and instruct dancers in the interpretation and performance of dances. creating dances to harmonise with music and subject, illustrate story, interpret emotion or complement musical show.
	2815	creating and writing musical compositions.
	3903	designing, fabricating and using various devices to create special sounds and visual effects for broadcasting, motion picture and stage productions.
	4407	mixing plaster to desired consistency, applying and smoothing coats of plaster using a trowel and creating decorative textures in finish coats.
CREDITING	6401	crediting or debiting customers' accounts.
CROSS-POLLINATING	3103	cross-pollinating plants, analysing soils, surveying and measuring trees.
CULLING	1401	culling and selling immature or non-productive livestock or fruit.
	8201	culling immature and non-productive fruit and livestock.
CULTIVATING	1401	FARMERS AND FARM MANAGERS supervise and perform farming operations to raise livestock and cultivate field crops, market produce and other agricultural products.

KEYWORD	CODE	TASK
CULTIVATING (cont.)	1401	organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	4806	GARDENERS cultivate and maintain plants, plan and construct gardens, landscapes, inspect and treat plants to improve their health and appearance. They may supervise, or receive training in, occupations in this unit group.
	7209	AGRICULTURAL PLANT OPERATORS operate tractor-drawn or self-propelled machinery to clear and cultivate land, sow and harvest plants in an agricultural or amenity horticultural operation. operating tractor-drawn or self-propelled machinery to plough land, fertilise, plant, cultivate, spray or harvest crops.
	8201	feeding, watering and rearing livestock and fish, cultivating shellfish.
	8203	FORESTRY LABOURERS perform manual tasks associated with felling trees, logging, cultivating and maintaining natural and plantation forests. They may supervise occupations in this unit group. collecting seeds, cultivating and planting seedlings for reforestation purposes.
	8205	NURSERY AND GARDEN LABOURERS plant, cultivate and harvest trees and plants in a plant nursery or assist gardeners in the cultivation, planting and maintenance of private and public gardens.
CURING	4701	seasoning, pickling or curing meat.
CURVING	8413	curving rails with rail bender.
CUTTING	4103	forming metal stock or castings to fine tolerances using machining tool to press, cut, grind, plane, bore or drill metal.
	4201	hammering, punching or cutting metal to join parts using hand tools or machine presses.
	4203	SHEETMETAL TRADESPERSONS cut, shape and join sheetmetal using hand and power tools, or machines, or assemble and install sheetmetal products. They may supervise, or receive training in, occupations in this unit group. cutting sheetmetal using hand tools, power shears, guillotines or drills.
	4205	STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS cut, shape, join and repair metal parts of iron and steelwork structures, pressure pipes, ships, boilers or other vessels subject to greater pressure than the weight of their contents, and weld metals together. They may supervise, or receive training in, occupations in this unit group. cutting marked-out metal sections and shapes using hand tools, flame cutting torches or metal cutting machines.
	4207	cutting and shaping stock using band saws, lathes, planers and routers.
	4213	installing security systems, changing tumblers in locks, changing locks, cutting keys and opening locks by manipulation.
	4303	selecting, cutting and connecting wire or cable to terminals or connectors.
	4309	measuring, cutting and installing conduit.
	4401	cutting timber to size using hand or power tools.

KEYWORD	CODE	TASK
CUTTING (cont.)	4407	cutting fibreboard and fixing it in place, securing with metal corner beads.
	4409	cutting holes and excavating through floors and walls and directing excavation for tanks, sillage pits and transpiration beds. measuring, cutting, threading and bending pipes.
	4411	cutting roofing material to fit around vents, chimney edges, ridges and corners.
	4507	cutting and trimming paper using manual and automatic guillotines.
	4607	cutting and shaping panels of sheetmetal, aluminium or reinforced plastic and attaching to framework using hand and power tools.
	4609	selecting and cutting pieces of fabric, vinyl or leather using shears or electrical tools.
	4701	MEAT TRADESPERSONS slaughter livestock, cut, trim, select and prepare meat to be packed and sold to establishments (e.g. restaurants and smallgoods manufacturers) or to the public. They may supervise or receive training in, occupations in this group. cutting or sawing carcasses into manageable proportions. cutting or trimming standard cuts of meat using hand tools or power equipment.
	4703	mixing, kneading, cutting, moulding and shaping dough by hand. operating machines which roll and mould dough or cut biscuits.
	4901	operating machine to cut, plane, shape and sand workpiece. placing selected chisel in contact with rotating wood stock to cut and shape workpiece.
	4903	marking out, cutting and shaping wood using saws, chisels, planes, powered hand tools and woodworking machines to form furniture parts.
	4905	cutting out and assembling mouldings to make picture frames using hand and power tools.
	4911	cutting out patterns for a range of garment sizes using drafting instruments, scissors or perforating machines. cutting out parts of garment, hat or fur, according to pattern using portable electric cutter, hand shears or fur cutting knife to cut through layers.
	4913	measuring and cutting covering material for furniture using measuring tape and scissors or shears.
	4915	SHOEMAKING AND REPAIRING TRADESPERSONS cut out, shape and join parts of shoes and repair shoes. They may supervise, or receive training in, occupations in this unit group. cutting shoe parts from leather or other material using knife, scissors or machine which stamps die onto material.
	4917	marking out and cutting sailcloth or canvas and similar materials from pattern using hand shears or power cutters.
	4919	cutting shapes around permanent obstructions, matching adjacent patterns and trimming edges.
	4921	GLASS TRADESPERSONS cut, finish and install glass panes. They may supervise, or receive training in, occupations in this unit group.

KEYWORD	CODE	TASK
CUTTING (cont.)	4923	cleaning stone, securing in jig, operating lathe, grinding wheel or rotating disc to shape and smooth surface and cut facets. cutting blanks from metal sheet.
	4927	HAIRDRESSERS cut, style and treat hair. They may supervise, or receive training in, occupations in this unit group. cutting hair using scissors, razor or electric clippers.
	7205	LOGGING PLANT OPERATORS operate machines to fell trees, cut them into logs, and load or transport logs onto trucks. feeding felled trees into processors for delimbing and cutting into logs.
	7409	marking out patterns from blue prints and cutting sheets.
	7415	cutting and bending metal strips to form setting creases and cutting knives.
	7419	CLAY AND STONE PROCESSING MACHINE OPERATORS operate machines which manufacture and finish a variety of clay and stone products by extruding, moulding, mixing, grinding, cutting and other processes. They may supervise occupations in this unit group. shaping or cutting clay rotating on machines, using special tools.
	7427	cutting excess material or thread from items manually or with machine blade.
	7435	PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS operate machines which cut and package photographic film and paper, develop film or print photographs. They may supervise occupations in this unit group.
	8103	cutting wire into lengths and stripping insulation from it.
	8105	slicing or cutting smoked or cured meat.
	8203	cutting scarf and backcut in tree.
	8403	cutting specified lines in concrete using power cutter.
	8405	selecting, cutting, bending and welding steel bars or mesh and fixing into position in formwork for concrete pours.
	8409	softening edges with blowtorch and cutting and trimming damaged surfaces with jackhammer.
	8411	cutting, making, flagging stakes and driving into ground to indicate grade settings, markers or boundaries.
	8413	cutting beds in sleepers for tie plates and driving spikes through tie plate into sleeper to fasten rail to sleeper. cutting, grinding and drilling rails.

D

KEYWORD	CODE	TASK
DEBARKING	8203	debarking logs or trees.
DEBITING	6401	crediting or debiting customers' accounts.
DEBURRING	8103	deburring and finishing items using files, grinding wheels or emery paper.
DECODING	3305	communicating with ship and shore stations and encoding and decoding data for radio transmissions.
DECORATING	4405	PAINTERS, DECORATORS AND SIGNWRITERS apply paint, varnish and other finishes to walls and ceilings, or cover them with paper, vinyl or fabrics, to protect and decorate surfaces of domestic, commercial and industrial buildings, or design and paint signs for displays, buildings and other structures. They may supervise, or receive training in, occupations in this unit group.
	4915	joining, decorating and reinforcing shoe parts using single, double or multiple stitching machine.
DELIMBING	7205	feeding felled trees into processors for delimbing and cutting into logs.
DELIVERING	2301	delivering babies.
	2501	UNIVERSITY AND CAE (COLLEGE OF ADVANCED EDUCATION) TEACHERS prepare and deliver lectures and teach tertiary students in one or more subjects within a prescribed course of study, and conduct tutorials and research in a particular field of study. preparing and delivering lectures, conducting tutorials, seminars, and laboratory sessions.
	3401	assisting medical practitioners to examine patients, administer treatment and deliver babies.
	5605	MESSENGERS AND DELIVERY OFFICERS deliver goods, documents, messages, mail and other items. They may supervise occupations in this unit group. delivering mail, parcels, telegrams, documents and other items to customers or mail boxes.
DEMONSTRATING	2505	instructing and demonstrating practical aspects of subject area.
	3915	coaching teams and training sportspersons in the performance of their sport by demonstrating techniques, prescribing exercises and supervising practice.
	6201	assessing customers' needs and explaining and demonstrating products or services to them.
	6609	demonstrating use of life jackets and oxygen masks and explaining other safety procedures.
DESCRIBING	2819	describing and commenting on sports, processions and other events.
	6501	displaying products or catalogue of products to customers or describing merchandise over the telephone.
DESIGNING	2201	ARCHITECTS AND LANDSCAPE ARCHITECTS design commercial, industrial and residential buildings and landscapes and plan construction.
	2205	designing and compiling map manuscripts.
	2207	CHEMICAL ENGINEERS conduct applied research to develop and improve commercial-scale chemical products or processes, and design and prepare specifications for commercial-scale chemical plants and control systems. They oversee industrial processing and fabrication operations involving products undergoing physical and chemical changes. They may supervise engineering associates and technical officers.

KEYWORD

CODE TASK

DESIGNING (cont.)

- 2207 designing pilot plants and systems used for effecting chemical changes, heat transfer, removal of components, fuel evaluation, control, storage and handling of solids, liquids and gases.
- 2209 CIVIL ENGINEERS plan, design and direct construction and manage operations and maintenance of large-scale transport, water supply and sewerage structures. They conduct research into materials, processes and systems, scientific theories and principles applicable to practical engineering problems. They may supervise engineering associates and technical officers.
- designing hydraulic systems, roads, aerodromes, water supply systems sewerage systems, bridges, dams, buildings and harbours.
- 2211 ELECTRICAL AND ELECTRONICS ENGINEERS design and develop electrical and electronic systems and equipment used in communications, process control, navigation, data processing, entertainment, power generation and distribution, and oversee their manufacture, testing, installation, operation and maintenance. They research electrical and electronic phenomena in order to solve practical engineering problems. They may supervise engineering associates and technical officers.
- 2213 MECHANICAL ENGINEERS design and develop machines, mechanisms, mechanical plant and systems and oversee their assembly, erection and operation. They conduct research into materials, mechanisms, machines and processes to solve practical engineering problems. They may supervise engineering associates and technicians.
- designing mechanical equipment, machinery, components, products for manufacture, plant and systems for construction.
- 2215 selecting or designing machinery, facilities and systems for mining.
- 2217 designing and developing techniques for moulding, casting, shaping and joining diverse materials and overseeing experimental production.
- 2219 OTHER ENGINEERS design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment. They may supervise engineering associates and technicians.
- 2305 designing, constructing and fitting complete and partial dentures, orthodontic and other appliances and performing bridge work.
- 2707 COMPUTING PROFESSIONALS design and prepare software to meet specific requirements in all aspects of the computing environment, control and audit the operation of computing facilities within an organisation, and research theoretical aspects of computing.
- designing and modifying operating environment software to link with other software or with hardware.
- 2909 MATHEMATICIANS, STATISTICIANS AND ACTUARIES apply mathematical and statistical principles and techniques to a range of tasks including designing statistical collections, studying financial policy and investment, conducting scientific research and solving engineering, management and other problems.
- selecting, designing or developing methods of obtaining statistical data.
- planning and organising surveys and designing questionnaires.
- 3901 designing recreational activities for young people.

KEYWORD

CODE TASK

DESIGNING (cont.)

- 3903 designing, fabricating and using various devices to create special sounds and visual effects for broadcasting, motion picture and stage productions.
- 4405 PAINTERS, DECORATORS AND SIGNWRITERS apply paint, varnish and other finishes to walls and ceilings, or cover them with paper, vinyl or fabrics, to protect and decorate surfaces of domestic, commercial and industrial buildings; or design and paint signs for displays, buildings and other structures. They may supervise, or receive training in, occupations in this unit group.
- 4511 designing work for hand-cut or photographic stencils.
- 4925 designing style and shape of object to meet both functional and aesthetic requirements.

DESPATCHING

- 3913 preparing and despatching purchase orders for goods and materials.
- 5303 despatching notices of premiums due and relevant forms concerning conservation or transfer of insurance.
- 5403 MAIL SORTERS receive, sort and despatch mail at sorting centres. They may supervise occupations in this unit group.
- 8907 STOREMEN/WOMEN receive, handle and despatch incoming or outgoing goods in a store or warehouse. They may supervise occupations in this unit group.
- packaging and despatching outgoing goods.
- 8909 FREIGHT AND FURNITURE HANDLERS unpack, store, pack and despatch goods coming into or out of warehouses, pack furniture and household goods for freight, load and unload goods into and from freight trucks, containers, rail cars or aircraft. They may supervise occupations in this unit group.

DETAILING

- 7105 maintaining logbook detailing vehicle movements.

DETECTING

- 8911 inspecting locks, windows, doors and surroundings to deter or detect illegal entry into premises.

DETERMINING

- 1201 determining policy, either independently or on the basis of consultation with subordinate managers.
- 1501 determining purchasing and marketing policies, salaries and prices.
- 1503 determining salaries and prices.
- 1505 checking rooms, collecting keys, determining and collecting payment when guests check out.
- 1601 liaising with customers to determine requirements for specific products or markets, and answering queries and complaints.
- determining and implementing marketing strategies for products.
- 2103 determining structure of earth's mantle and crust using explosion seismology methods.
- 2109 preparing tissue sections for microscopic examination to determine the nature, cause and progress of disease.
- performing autopsies to determine the nature and extent of disease or injury or the cause of death.

KEYWORD

CODE TASK

DETERMINING (cont.)

- 2205 CARTOGRAPHERS AND SURVEYORS use digital and graphic source material and surveying techniques to determine the exact position of natural and constructed geographical features and prepare or revise graphic and pictorial representations. They also supervise and co-ordinate the work of other cartographers, technicians and field workers.
- determining the position of points of the earth's surface including the ocean bed.
- 2209 determining and specifying construction methods, materials and quality standards.
- 2211 determining arrangement of circuit elements, transistors and integrated circuits and location, layout and transmission medium.
- 2213 developing specifications for manufacture, determining materials, equipment, piping, material flows, capacities and layout of plant or systems.
- 2219 determining layout and overseeing construction of irrigation, drainage, flood and water control systems, farm buildings, crop processing plant and processing systems for animal products.
- 2707 analysing systems to determine whether all specific requirements within an organisation are met.
- 2803 measuring light levels and determining exposure.
- 2805 determining the objectives of the design by consulting with client, undertaking research, analysing functional requirements or studying layouts.
- 2807 determining advertising approach by consulting client and management, and studying product.
- 2909 advising on data collection and determining reliability of findings.
- 3303 determining engineering action required to bring equipment to standard, approving design modifications and repairs to aircraft.
- 3305 determining vessel's position, using electronic and non electronic navigational aids.
- 3905 analysing accidents to determine causes.
- 3913 conferring with suppliers to determine reasons for late deliveries.
- 3915 determining violations of rules, and assessing and imposing penalties for infractions of rules.
- 4101 determining dimensions and tolerances of article to be manufactured from drawings, blueprints or specifications.
- 4103 determining suitable material, method and sequence of operations, and machine settings from drawings, blueprints, or job specification cards.
- 4401 determining details of work from plans and specifications.
- 4405 determining type and quantity of materials required.
- 4407 determining fibreboard layout and installing insulation and vapour barriers.
- 4409 determining layout of pipeline systems and materials required from drawings and specifications.
- 4411 determining layout for tiles and materials required from drawings and specifications.
- 4901 determining job requirements from drawings, specifications, work orders or sample parts.

D

KEYWORD	CODE	TASK
DETERMINING (cont.)	4903	determining job requirements from drawings or other specifications and selecting wood and/or prepared furniture parts.
DETERING	8911	inspecting locks, windows, doors and surroundings to deter or detect illegal entry into premises.
DETONATING	4909	BLASTING TRADESPERSONS assemble, position and detonate explosives. They may supervise occupations in this unit group. firing electric detonator or lighting fuse to detonate explosives.
DEVELOPING	1201	GENERAL MANAGERS develop and review company policy and organise and direct the major functions of an industrial, commercial, governmental or other establishment through subordinate executives.
	1507	promoting the branch and actively developing business.
	2101	CHEMISTS analyse and research the physical and chemical properties of substances and develop chemical techniques for use in the manufacture or modification of natural substances and processed products. developing procedures, instruments and recording and testing systems for use in experiments. developing quality control procedures for the manufacture of products in plants or factories.
	2105	PHYSICISTS study structure and physical properties of matter, behaviour, relationships and interactions of matter, energy and other physical phenomena, and develop materials, products and processes using knowledge of physics. developing industrial, medical, military and other applications of physics.
	2107	LIFE SCIENTISTS examine the morphology, structure, chemistry and physical characteristics of humans, animals, plants and other living organisms; develop practical applications of biological and related theory, study the environment of, and interrelationships between animals and plants; develop and manage forest lands and resources, and advise farmers on all aspects of farming.
	2109	MEDICAL TESTING PROFESSIONALS conduct medical laboratory tests and apply knowledge and methodology from various scientific disciplines such as physics, chemistry and engineering to provide information and develop equipment for diagnosis, treatment and prevention of human disease. developing electronic and mechanical equipment to assist in the diagnosis, treatment and rehabilitation of patients.
	2205	researching and developing surveying and cadastral systems and information/data banks.
	2207	CHEMICAL ENGINEERS conduct applied research to develop and improve commercial-scale chemical products or processes, and design and prepare specifications for commercial-scale chemical plants and control systems. They oversee industrial processing and fabrication operations involving products undergoing physical and chemical changes. They may supervise engineering associates and technical officers.
	2211	ELECTRICAL AND ELECTRONICS ENGINEERS design and develop electrical and electronic systems and equipment used in communications, process control, navigation, data processing, entertainment, power generation and distribution, and oversee their manufacture, testing, installation, operation and maintenance. They research electrical and electronic phenomena in order to solve practical engineering problems. They may supervise engineering associates and technical officers.

KEYWORD

CODE TASK

DEVELOPING (cont.)

- 2211 developing test apparatus and evaluation procedures.
- developing or modifying electrical components, equipment and appliances, overseeing construction of prototype circuits.
- 2213 MECHANICAL ENGINEERS design and develop machines, mechanisms, mechanical plant and systems and oversee their assembly, erection and operation. They conduct research into materials, mechanisms, machines and processes to solve practical engineering problems. They may supervise engineering associates and technicians.
- developing specifications for manufacture, determining materials, equipment, piping, material flows, capacities and layout of plant or systems.
- 2217 METALLURGISTS AND MATERIALS SCIENTISTS investigate the properties of metals and alloys; develop new ceramic, polymeric and other materials; and develop, control and advise on extraction, refinement, alloying and treatment procedures. They may supervise engineering associates and technicians.
- developing and testing new techniques and products.
- designing and developing techniques for moulding, casting, shaping and joining diverse materials and overseeing experimental production.
- 2219 OTHER ENGINEERS design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment. They may supervise engineering associates and technicians.
- 2307 developing legally recognised standards and advising on government controls and regulations.
- 2403 developing and preparing course curricula and teaching outlines for courses of study.
- 2405 developing and preparing course curricula and teaching outlines for courses of study.
- 2407 stimulating and developing interests, abilities, manual skills and co-ordination.
- 2601 evaluating, improving and developing welfare services.
- 2705 PERSONNEL SPECIALISTS plan, develop, implement and evaluate staff development, training and recruitment programmes and organise staffing in commercial, industrial, government or other organisations.
- 2707 developing and improving data processing procedures.
- developing techniques for the application of computing theory.
- 2801 conceiving and developing ideas for artistic presentation, and selecting and arranging subject.
- 2813 rehearsing dances under direction and instruction or developing own interpretation.
- 2901 selecting established economic techniques or developing new ones for analysis.
- 2905 EDUCATION RESEARCHERS AND RELATED PROFESSIONALS conduct educational research and develop course curricula and associated materials for educational institutions or, in a consultant or specialist capacity, advise school teachers and administrative officials on a particular area of education.

KEYWORD	CODE	TASK
DEVELOPING (cont.)	2805	identifying needs and planning, developing or modifying programmes within the education system. developing operational or training programmes.
	2809	selecting, designing or developing methods of obtaining statistical data. developing mathematical theory and models to simulate processes in the physical, biological and social sciences or to solve management problems. developing and performing computations and applying methods of numerical analysis.
	2911	LIBRARIANS develop, organise and maintain a collection of written and recorded material and provide an information service for users based on the collection itself and on library and information networks.
	3103	developing, maintaining and repairing instruments and equipment for use in experimental research. analysing fabrics, selecting and developing dyestuffs, preparing specifications and overseeing production in textile plants. studying chemical and physical problems and developing solutions, controlling experimental procedures, testing samples and monitoring usage for quality and quantity control of laboratory supplies.
	3201	developing, constructing and testing prototype electronic devices.
	3303	developing and reviewing standards for aircraft operations and maintenance.
	3905	inspecting insured buildings, vehicles and commercial and industrial establishments to evaluate conditions and practices affecting insurance risk and to develop safety programmes.
	4503	GRAPHIC REPRODUCTION TRADESPERSONS prepare and develop film (in negative or positive form), printing plates or cylinders for gravure printing. They may supervise, or receive training in, occupations in this unit group. developing film positives or negatives or bromides.
	7211	developing fire-fighting and rescue techniques to combat specific hazards.
	7435	PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS operate machines which cut and package photographic film and paper, develop film or print photographs. They may supervise occupations in this unit group.
DEVISING	2215	devising methods of controlling flow of oil or gas from wells.
	2217	specifying temperatures, mixtures and other factors in the extraction or production process and devising procedures to protect materials against deterioration or corrosion.
	2407	devising instructional materials, methods and aids to assist in the training or rehabilitation process.
	2701	devising, reorganising or establishing budgetary cost control and other accounting systems, including computer based systems.
	2705	devising general and specialised staff training programmes and performance appraisal procedures/programmes.

KEYWORD	CODE	TASK
DEVISING (cont.)	2903	PSYCHOLOGISTS devise and use psychological principles and techniques to investigate and assess cognitive, behavioural or emotional disorders or difficulties and provide treatment or counselling to foster optimal, personal, social, educational or occupational adjustment and development.
	3103	Identifying pathogenic micro-organisms and insects, parasites, fungi and weeds deleterious to crops and livestock and devising methods of control.
DIAGNOSING	2207	ensuring that materials and equipment conform to specifications, diagnosing malfunctions and instituting remedial action.
	2209	diagnosing malfunctions and instituting remedial action.
	2301	GENERAL MEDICAL PRACTITIONERS diagnose and treat physical and mental illnesses, disorders and injuries, recommend preventive action and refer patients to Specialist Medical Practitioners.
	2303	SPECIALIST MEDICAL PRACTITIONERS diagnose and treat diseases and disorders (including congenital malfunctions and developmental and mental disorders) occurring in a particular area or system of the body (including the brain), and/or in a particular age group or during one specific phase (ie. rehabilitation) using specialist testing, diagnostic, surgical or medical techniques.
		diagnosing disorders by examining patients and using the results of laboratory and other tests.
	2305	DENTAL PRACTITIONERS diagnose diseases, injuries, irregularities and malformations of teeth, gums, mouth tissue, jaw and other dento-facial structures, prescribe and administer restorative and preventive procedures, including surgery and other specialist techniques.
		examining teeth, gums, tissues and dento-facial structures, using dental and X-ray equipment in order to diagnose dental problems.
	2311	OPTOMETRISTS diagnose and treat eye disorders or defects not requiring medication or surgery.
	2315	SPEECH PATHOLOGISTS diagnose and treat speech disorders.
	2317	CHIROPRACTORS AND OSTEOPATHS diagnose, treat and advise on prevention of physiological and mechanical disorders of the locomotor system.
DIGGING		diagnosing disorder from discussion, observation and test results.
	2319	PODIATRISTS diagnose and treat ailments and abnormal conditions of the foot and perform minor surgery.
	2323	VETERINARIANS diagnose and treat animal diseases, ailments and injuries, and advise on and implement preventive measures.
	3101	operating equipment used in diagnosing disorders of hearing, heart, kidneys, nervous system or in anaesthesia.
	4601	diagnosing faults by listening to engine or operating specialised testing equipment.
	4301	digging of holes and trenches using hand and power tools.
	8401	preparing site for insulation or installation of fittings by nailing up furring, drilling holes for screws and bolts, digging trenches and post holes, and erecting scaffolding.

KEYWORD

CODE TASK

DIRECTING

1201 GENERAL MANAGERS develop and review company policy and organise and direct the major functions of an industrial, commercial, governmental or other establishment through subordinate executives.

directing the operations of a company, authority or institution.

1301 directing the collection of financial and accounting information and the preparation of budgets, reports and forecasts.

directing and co-ordinating economic research.

1303 directing staff activities and monitoring their performance.

directing research work and monitoring sales and marketing activity to produce reports and recommendations.

1305 directing staff activities and monitoring their efficiency.

directing research into production methods, recommending and implementing initiatives.

1307 directing the planning and maintenance of storage and inventory systems.

directing the recording of purchase, storage and distribution transactions.

directing and monitoring activities of supply and distribution staff.

1309 directing personnel and industrial relations operations.

directing and monitoring activities of staff in personnel and industrial relations areas.

1311 directing the selection, installation, use and maintenance of computing equipment and software.

directing data processing operations.

1313 directing and co-ordinating programme activity and policy formulation.

directing operations of administrative organisation.

1315 directing preparation of budget information and reports.

1317 preparing or directing preparation of courses (including extra-curricular courses) and course outlines.

1319 directing and co-ordinating programme activity and policy formulation.

directing operations of administrative organisation.

planning, directing and implementing an operational programme for a group or area.

directing and monitoring the activities of junior officers and other staff and maintaining discipline.

directing and monitoring record keeping systems and preparation of reports.

1501 planning, directing and participating in the operations of the shop.

1503 directing and participating personally in restaurant and catering operations.

1505 planning, directing and participating personally in the operations of the establishment.

1507 planning, directing and participating in the operations of the institution.

KEYWORD	CODE	TASK
DIRECTING (cont.)	1601	recruiting and directing staff.
	2209	CIVIL ENGINEERS plan, design and direct construction and manage operations and maintenance of large-scale transport, water supply and sewerage structures. They conduct research into materials, processes and systems, scientific theories and principles applicable to practical engineering problems. They may supervise engineering associates and technical officers.
	2215	MINING ENGINEERS plan and direct the engineering aspects of extraction of minerals, oil and gas from the earth (including the sea bed). They may supervise engineering associates and technical officers.
	2219	preparing preliminary designs and directing preparation of detailed designs.
	2307	preparing or directing preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions.
	2309	conducting treatment programmes on an individual or group basis, directing recreational, remedial, social and educational activities.
	2803	setting up, or directing assistant to set up, equipment at assigned location.
	2811	FILM, TELEVISION AND STAGE DIRECTORS direct the overall production, or specific aspects of production, of motion pictures, radio or television programmes and stage shows. planning, directing and co-ordinating the filming of a motion picture or television programme, or the taping and broadcasting of a radio production.
	2815	selecting music, assigning parts to individual musicians and singers, and directing musical performance.
	3203	performing and/or directing field and laboratory tests of soils and construction materials.
	3205	performing and/or directing field or laboratory tests.
	3303	plotting and directing aircraft position in flight, using electronic navigational equipment directing aircraft movements in airspace and on the ground using radar, radio and lighting systems.
	3305	directing and supervising ship's officers and/or deck crew in the performance of their duties. directing the movement of vessel and the stowage and discharge of cargoes. directing fishing operations, maintaining catch records and arranging marketing and sales.
	3907	CHILD CARE CO-ORDINATORS direct the activities of a Child Care or Family Day Care Centre and supervise teachers, child care workers, assistants and aides caring for children.
	3915	planning and directing game strategy and evaluating performance after game. co-ordinating and directing horse or dog racing activities.
	4409	cutting holes and excavating through floors and walls and directing excavation for tanks, sillage pits and transpiration beds.
	4909	positioning explosives in bore holes and priming, or directing other workers to prime, explosives using detonators and explosive cartridges.

D

KEYWORD	CODE	TASK
DIRECTING (cont.)	4931	ANIMAL TRAINERS direct and participate in the breaking and training of horses for riding or racing, the training of dogs for racing or guiding the blind, and training other animals to perform for public entertainment.
	5601	directing customers to the location of required merchandise in retail establishments.
	7317	directing offenders and labourers assisting drilling operations.
	8901	directing patrons to their seats.
DISCONNECTING	5603	operating switchboard to connect and disconnect telephone calls.
DISCUSSING	2401	discussing child's progress and any problems with parents.
	2403	discussing social, behavioural and learning problems with parents and/or school counsellors.
	2405	discussing individual progress and problems with pupils, parents and/or school counsellors and senior teachers.
	2805	discussing design with management, sales and manufacturing staff, and clients.
	4927	discussing hair style with customer, taking into account customer's requirements.
	6507	discussing clients' requirements and advising on suitable options.
DISINFECTING	1401	cleaning and disinfecting buildings, sheds, pens, equipment and facilities to maintain produce quality and health standards.
	7411	cleaning and disinfecting machinery.
	8301	disinfecting laundry, kitchen, toilet and bathroom fixtures and floors, and medical equipment.
DISMANTLING	4211	dismantling, inspecting and reassembling aircraft engines, ancillary motors and engine accessories, electrical systems, or sub-assemblies of aircraft frames using hand and power tools and equipment.
	4213	dismantling precision instruments, locks, timepieces and small arms, repairing or replacing defective parts and reassembling article using hand or power tools or specially designed machines.
	4311	dismantling and examining equipment.
	4315	dismantling machines and examining components.
	4601	dismantling assembly, checking parts.
	8405	dismantling scaffolding, cranes and rigging equipment at completion of job.
	8411	transporting, assembling, dismantling, maintaining, laying out and retrieving prospecting and surveying equipment.
	8415	assisting in assembling and dismantling drilling rigs, pumps, conveyors and other equipment.
	8923	dismantling vehicle or sub-assembly, removing damaged parts or accessories.
DISPENSING	2307	PHARMACISTS compound and dispense pharmaceuticals and other drugs and medicines in hospitals and pharmacies, and conduct research on production, storage, quality control and distribution of drugs and related supplies.
	2311	prescribing and dispensing spectacle lenses, contact lenses and low vision aids.
DISPLAYING	1501	displaying and selling merchandise.

KEYWORD	CODE	TASK
DISPLAYING (cont.)	6301	stacking and displaying items for sale.
	6501	displaying products or catalogue of products to customers or describing merchandise over the telephone.
DISTRIBUTING	5101	receiving and distributing incoming correspondence.
	5103	sorting and distributing mail.
	5301	compiling and distributing wages and salaries.
	5403	sorting and distributing mail according to categories and destination.
	5601	distributing messages.
	5903	distributing and collecting lesson material.
	6609	preparing cabin beds and distributing pillows, blankets and reading materials.
	7103	collecting and distributing parcels and mail or acting as courier.
	7307	PETROLEUM AND GAS PLANT OPERATORS operate equipment to process oil and gas, to distribute refined products, to pump treatment agents into well holes and to test well pipes. They may supervise occupations in this unit group.
DOCUMENTING	2905	documenting subjects and courses developed.
DOT-ETCHING	4503	dot-etching, retouching and correcting film.
DRAFTING	2605	LAWYERS advise clients on legal matters, draw up documents, draft legislation, and negotiate, prepare and conduct court cases on behalf of individuals, corporations or Government.
	2907	drafting and presenting graphic and narrative plans, programmes and designs affecting land use, public utilities, community facilities, housing and transportation.
	4911	drafting master patterns of garments from sketches, sample articles or design specifications measuring customer's size and drafting original pattern or altering existing pattern of garment to fit customer.
	5907	assisting solicitor in conveyancing, probate, common law and drafting of contracts.
DRAWING	2605	LAWYERS advise clients on legal matters, draw up documents, draft legislation, and negotiate, prepare and conduct court cases on behalf of individuals, corporations or Government. drawing up wills, documents relating to court matters, sale and purchase of land, leases and mortgages.
	2801	PAINTERS, SCULPTORS AND RELATED PROFESSIONALS create visual forms using painting, drawing, printing, electronic or other media, and three dimensional forms by carving, modelling or constructing in order to communicate an impression or idea. painting and drawing or sculpting stone, wood, clay, wax or other material into desired shape, using techniques to harmonise relationships of line, colour, design and mass into a unified artistic arrangement.
	4207	drawing pattern for mould on layout board.
	4805	drawing and interpreting plans and preparing landscape construction schedules.

D

KEYWORD	CODE	TASK
DRAWING (cont.)	4917	drawing full size pattern of sail and supervising final sewing of sail.
	7407	PLASTICS PRODUCTION MACHINE OPERATORS operate machines which manufacture and finish a variety of plastic products by extruding, moulding, mixing, drawing, embossing, laminating and other processes. They may supervise occupations in this unit group. operating controls which activate hydraulic ram to emboss, laminate or draw sheet through die.
	7427	selecting thread and drawing thread through guides, tensioners and needle eye and positioning materials to be sewn under pressure foot prior to operation.
	7429	position material or item in machine, affixing attachments, setting dies, drawing thread through guides, slots and needles prior to operation.
DRESSING	6601	waking, washing, dressing and feeding children in residential care.
	6603	bathing, dressing and undressing patients.
DRILLING	4103	forming metal stock or castings to fine tolerances using machining tool to press, cut, grind, plane, bore or drill metal.
	8103	punching or drilling mounting holes in parts or assembled products.
	8401	preparing site for insulation or installation of fittings by nailing up furring, drilling holes for screws and bolts, digging trenches and post holes, and erecting scaffolding
	8413	cutting, grinding and drilling rails.
DRIVING	4301	driving vehicles.
	6501	stocking and driving van for door-to-door sales.
	7101	starting, driving and stopping the vehicle.
	7103	AUTOMOBILE DRIVERS are employed to drive vehicles to transport passengers for a salary or a fee pre-determined and pre-paid, or determined by taximeter, in accordance with transport regulations. picking up passengers at appointed venues, or stopping when hailed, and driving to designated destination.
	7105	TRUCK DRIVERS drive delivery and furniture removal vans and trucks to transport goods and materials. driving vehicle to destination.
	7107	LOCOMOTIVE DRIVERS drive railway engines or self propelled rolling stock as part of a railway system. They may supervise, or receive training in, occupations in this unit group. driving locomotive, stopping at stations for passengers or freight
	7201	driving and manoeuvring plant within surveyors' pegs or working from drawings, markers or verbal instructions.
	7203	driving loaded truck to required position. driving straddle carrier to position straddle frame and mechanism above load. operating controls to move levers to grasp load, raise it and drive to delivery point.

KEYWORD	CODE	TASK
DRIVING (cont.)	7207	driving machine along specified path observing distribution of paving material and operating controls to maintain specified paving thickness.
	7209	driving or transporting machines to work site.
	7211	driving fire truck or other vehicle to scene of fire or emergency.
	8407	driving stakes into ground to indicate designated points of site.
	8413	cutting beds in sleepers for tie plates and driving spikes through tie plate into sleeper to fasten rail to sleeper.
DRYING	7315	FURNACE AND KILN OPERATORS operate furnaces, quenching plants, kilns or ovens to smelt, refine or treat metals, fire ceramics, dry and season wood products and timber, or burn waste. They may supervise occupations in this unit group.
DYEING	4917	dyeing, staining and polishing leather articles.

E

KEYWORD	CODE	TASK
EDGE-GILDING	4507	edge-gilding, bevelling, marbling or otherwise finishing book covers using hand tools.
EDITING	2807	JOURNALISTS write and edit news reports, commentaries and feature stories for presentation by print or electronic media or compose written material to advertise products or services. They may receive training in occupations in this unit group.
	2809	AUTHORS AND RELATED PROFESSIONALS write, edit and evaluate literary works for publication and scripts for stage, film, radio and television productions. editing, or supervising editing of, material for coherence of style and grammar, and overseeing preparation of manuscript for publication.
	2811	editing film or video tape to produce desired effect and adding sound track music and other audio effects.
	3207	preparing, editing and revising plans, maps, charts and drawings.
	5105	WORD PROCESSING OPERATORS type and edit documents on a word processing machine and print copies. They may supervise occupations in this unit group. altering, rearranging and editing recorded data.
	5201	entering, editing and retrieving data on mainframe or other computers using keyboard.
ELECTROPLATING	4509	treating and electroplating moulds chemically
EMBOSSING	7407	PLASTICS PRODUCTION MACHINE OPERATORS operate machines which manufacture and finish a variety of plastic products by extruding, moulding, mixing, drawing, embossing, laminating and other processes. They may supervise occupations in this unit group. operating controls which activate hydraulic ram to emboss, laminate or draw sheet through die.
ENCASING	4913	encasing bed spring unit and padding with selected covering material using staple gun or closing machine.
ENCODING	3305	communicating with ship and shore stations and encoding and decoding data for radio transmissions.
ENCOURAGING	2607	participating in the social and welfare activities of a community and encouraging social responsibility.
ENFORCING	3905	INSPECTORS AND REGULATORY OFFICERS conduct inspections to enforce government standards and regulations, industrial awards, or industry standards, to maintain and improve quality of services, or in relation to insurance. They may supervise occupations in this unit group.
ENGAGING	1601	engaging and controlling work of sub-contractors.
ENSURING	1315	establishing procedures and standards for nursing staff and ensuring that medical practitioners' requirements are met.
	1501	ensuring that shop premises, fixtures and fittings are cleaned and maintained.
	1507	ensuring security procedures are implemented for safeguarding and moving cash and important documents.
	2207	ensuring that materials and equipment conform to specifications, diagnosing malfunctions and instituting remedial action.
	2209	ensuring that equipment, operation and maintenance accord with design specifications.

KEYWORD	COD	TASK
ENSURING (cont.)	2209	establishing a detailed programme to co-ordinate site activities, administer contracts, and ensure satisfactory completion.
	2707	maintaining data dictionary and data management system of database to ensure integrity and security of data.
	3301	ensuring that aircraft is properly loaded, mechanically sound and provided with adequate fuel.
	4409	ensuring compliance with relevant codes and by-laws.
	4929	inspecting and lubricating equipment and ensuring that shearers' stands are fully equipped.
	6601	ensuring refuge security.
	7201	monitoring operation of equipment and ensuring safety of other workers particularly within mines or on mining sites.
	8913	patrolling premises to ensure security.
	8921	WARD HELPERS assist in caring for patients in hospitals, nursing homes and clinics, ensure that wards are clean and tidy, and portion and serve food as directed. They may supervise occupations in this unit group.
ENTERING	4501	entering and manipulating copy on visual display terminals of computerised phototypesetting systems.
	5201	entering, editing and retrieving data on mainframe or other computers using keyboard.
ENTERTAINING	2817	ACTORS AND RELATED PROFESSIONALS play roles in dramatic productions, and perform humorous routines and variety acts, on stage, film, radio, television or elsewhere to entertain audiences.
		performing a variety of acts, dances, songs, impersonations, mimes, ventriloquism, acrobatics, juggling or magical tricks to entertain audiences.
ENTWINING	7421	pinching or twisting ends to entwine with ends of preceding material prior to operation.
ERECTING	4311	erecting, testing and maintaining aerial wires.
	4401	CARPENTERS AND JOINERS construct, erect, install, renovate and repair wooden structures and fixtures used in internal and external building frameworks, dams, bridges and theatrical sets. They may supervise, or receive training in, occupations in this unit group.
	4403	erecting scaffolding and positioning supporting frames for brickwork.
	4405	erecting scaffolding and setting up brushes and equipment.
	4407	erecting scaffolding.
	4411	erecting ladders and scaffolding and securing waterproof sheets under eaves.
	4907	assembling shell of boat or erecting hull sections of ship and temporarily securing them.
	8401	preparing site for insulation or installation of fittings by nailing up furring, drilling holes for screws and bolts, digging trenches and post holes, and erecting scaffolding.

KEYWORD	CODE	TASK
ERECTING (cont.)	8405	STRUCTURAL STEEL AND RELATED CONSTRUCTION LABOURERS assemble and install rigging gear and erect strong temporary structures to enable safe movement of heavy objects and of personnel on construction sites, in shipyards and manufacturing plants, and position and secure steel bars or mesh in concrete forms to reinforce concrete structures permanently. erecting guard rails, guy wires and hoisting gear.
ESCORTING	6505	welcoming patrons, and escorting to table.
	8903	LUGGAGE PORTERS attend to guests' or passengers' luggage in hotels and passenger terminals and escort guests or passengers to their rooms or cabins. They may supervise occupations in this unit group. escorting guests to rooms.
ESTABLISHING	1307	planning and establishing distribution systems.
	1315	establishing procedures and standards for nursing staff and ensuring that medical practitioners' requirements are met.
	2209	establishing work control systems to promote and monitor operational efficiency, safety, cost-effectiveness and environmental protection. establishing a detailed programme to co-ordinate site activities, administer contracts, and ensure satisfactory completion.
	2211	establishing safety and performance standards and procedures for modification, maintenance and repair.
	2213	overseeing construction and establishing work control systems to promote and monitor operational efficiency, safety, cost-effectiveness, quality and environmental protection.
	2215	establishing safety procedures and first aid facilities at the mine.
	2701	devising, reorganising or establishing budgetary cost control and other accounting systems, including computer based systems.
	3307	MARINE ENGINEERS AND SURVEYORS operate and maintain ship machinery and inspect vessels, machinery and hulls to establish and implement safety standards and procedures. They may receive training in occupations in this unit group. establishing, and monitoring the implementation of standards for the safe handling, stowage and carriage of bulk cargoes.
	4803	GREENKEEPERS establish fine turf and lawns and maintain grassed or synthetic surfaces used for sport. They may supervise, or receive training in, occupations in this unit group.
	5905	establishing file on employment history and qualifications of applicants.
ESTIMATING	2203	analysing architectural and engineering drawings and specifications to estimate the cost of materials, labour and construction.
	3201	estimating materials costs and quantities.
	3203	estimating materials costs, organising maintenance and repairs.
	3205	estimating materials costs, quantities and machinery requirements.
	3207	calculating costs and estimating time scales.

KEYWORD	CODE	TASK
ESTIMATING (cont.)	4805	estimating and ordering landscaping materials.
	5501	PRODUCTION RECORDING CLERKS estimate production schedules and record work-flow and receipt, production, transfer and despatch of materials and products in manufacturing plants and other commercial establishments. They may supervise occupations in this unit group.
	5505	pricing goods or estimating costs.
EVALUATING	2207	evaluating merits of batch and continuous flow operations and optimising process conditions.
	2211	preparing and evaluating designs and specifications and overseeing manufacture, installation and operation of equipment and systems, ensuring compliance with specifications and contractual arrangements.
	2213	evaluating performance of machinery and equipment to determine suitability for manufacturing application.
	2215	preparing and evaluating cost estimates, specifications and tenders.
	2217	evaluating metal properties during rolling, extruding, casting, welding and alloying processes. preparing cost estimates and budgets to evaluate economic feasibility of the production process.
	2219	OTHER ENGINEERS design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment. They may supervise engineering associates and technicians. preparing and evaluating specifications, tenders, estimates and contracts.
	2309	evaluating patients' emotional, psychological, developmental and physical capabilities.
	2401	observing children to evaluate progress and to detect signs of ill health, emotional disturbance or other disabilities.
	2403	preparing, administering and marking tests, projects and assignments to evaluate pupils' progress and taking remedial steps where necessary.
	2405	preparing, administering and marking tests, projects and assignments to evaluate pupils' progress, and recording the results.
	2407	evaluating pupils' abilities and limitations and planning a special programme of study accordingly.
	2601	evaluating, improving and developing welfare services.
	2705	PERSONNEL SPECIALISTS plan, develop, implement and evaluate staff development, training and recruitment programmes and organise staffing in commercial, industrial, government or other organisations.
	2809	AUTHORS AND RELATED PROFESSIONALS write, edit and evaluate literary works for publication and scripts for stage, film, radio and television productions. reviewing and evaluating manuscripts of books submitted by authors or literary agents of scripts, stories and other material for radio, television, stage or motion picture production.
	2903	evaluating the results of programmes on personal and organisational effectiveness with reference to statistical data.

E

KEYWORD	CODE	TASK
EVALUATING (cont.)	2905	researching educational systems and evaluating new developments.
	2907	organising, authenticating, evaluating and interpreting historical, political, sociological, anthropological and linguistic data.
	2911	reviewing, evaluating and modifying services in response to community and user needs.
	3201	evaluating performance of equipment; assisting engineers in commissioning non-standard equipment.
	3401	conferring with psychiatrists, psychologists, social workers, occupational therapists and other workers to evaluate the condition of psychiatric patients and intellectually handicapped persons and to plan therapy and rehabilitation programmes.
	3901	WELFARE PARA-PROFESSIONALS provide support, information and advice to individuals or groups on emotional, financial, recreational, health, housing and other social matters and evaluate and co-ordinate the services of welfare and community service agencies.
	3905	inspecting insured buildings, vehicles and commercial and industrial establishments to evaluate conditions and practices affecting insurance risk and to develop safety programmes.
	3915	planning and directing game strategy and evaluating performance after game.
	4315	setting up test equipment to evaluate functional and operational performance and locate circuitry defects.
EXAMINING	1601	examining market trends and formulating policies accordingly.
	2103	examining samples (including fossils) from field studies, ground and drillhole surveys using optical, chemical and mechanical laboratory techniques.
	2105	examining physical forces involved in replication and heredity.
	2107	LIFE SCIENTISTS examine the morphology, structure, chemistry and physical characteristics of humans, animals, plants and other living organisms; develop practical applications of biological and related theory; study the environment of, and interrelationships between animals and plants; develop and manage forest lands and resources, and advise farmers on all aspects of farming.
	2301	examining patients and ordering laboratory tests, X-rays and other diagnostic procedures.
	2303	diagnosing disorders by examining patients and using the results of laboratory and other tests. taking blood and tissue samples, examining tissue, performing microscopic examination of bacterial cultures, using X-ray and other such imaging methods for diagnostic purposes.
	2305	examining teeth, gums, tissues and dento-facial structures, using dental and X-ray equipment in order to diagnose dental problems.
	2311	examining eyes, administering visual tests and assessing the nature and extent of vision problems and abnormalities.
	2317	examining patient, ordering or performing X-rays and pathological tests.
	2319	examining feet to determine nature and extent of conditions, deformities or injuries.
	2323	examining animals to determine the nature of the condition.

KEYWORD	CODE	TASK
EXAMINING (cont.)	3101	MEDICAL TECHNICAL OFFICERS AND TECHNICIANS perform routine laboratory tests and procedures ranging in complexity, in support of medical professionals engaged in diagnosis and treatment of disease, and assist dentists in the examining and treating of teeth, mainly among pre-school and primary school children. Technical officers may supervise technicians and other laboratory workers. performing oral examinations.
	3301	preparing and submitting flight plan or examining standard flight plan.
	3501	examining scene of crime and searching other property or premises for evidence.
	3905	examining cargo and mail for export or import, passengers, luggage, crew, aircraft and ships departing for and arriving from overseas, and associated documents concerned with customs and related legislation.
	4303	examining blueprints, wiring diagrams and specifications.
	4309	examining wiring diagrams and installation areas to determine layout of wiring system.
	4311	dismantling and examining equipment.
	4313	examining motors of record turntables and tape recorders.
	4315	dismantling machines and examining components.
	4403	examining plans and specifications.
	4413	examining plans, measuring and marking surface to be covered and laying out work.
	4503	printing and examining proofs to check quality and correcting where necessary.
	4705	examining foodstuffs to ensure quality.
	4919	examining area to be covered to ensure that floor is firm, dry and clean.
	4931	examining and treating animals for minor illnesses or injuries.
	5501	examining orders and compiling data for production schedules. examining containers to ensure that they are filled to specified level and marking them for identification purposes.
	7403	examining products, recording and reporting defects.
	7405	examining product for defects or uniform thickness, recording and reporting defects.
	7407	examining products for defects, performing minor repairs and maintaining production records.
	7409	examining products for defects, and performing minor repairs.
	7413	examining products for defects, performing repairs and maintaining production records.
	7415	examining products for defects.
	7417	examining products for defects.
	7419	examining products for defects.
	7423	examining final products, measuring dimensions with special instruments.

E

KEYWORD	CODE	TASK
EXAMINING (cont.)	8103	examining product and rejecting defective items.
	8109	selecting, examining and labelling samples.
	8401	examining plans and specifications to determine location for insulation materials.
EXCAVATING	4409	cutting holes and excavating through floors and walls and directing excavation for tanks, sillage pits and transpiration beds.
	7201	EXCAVATING AND EARTHMOVING PLANT OPERATORS operate machinery used to excavate soil, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris and level, smooth and compact surfaces, in construction, mining, forestry and other projects. They may supervise occupations in this unit group.
	8407	EARTHMOVING LABOURERS perform manual tasks associated with clearing, levelling and excavating engineering and construction sites and irrigation channels.
EXCHANGING	2301	referring patients to, and exchanging medical information with, specialists.
EXERCISING	1401	organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	4931	feeding, grooming and exercising animals or supervising other workers in the performance of these duties.
EXPLAINING	6103	explaining insurance policies, risks covered, and rates and benefits of policies to client.
	6201	assessing customers' needs and explaining and demonstrating products or services to them.
	6601	explaining behaviour standards.
	6609	demonstrating use of life jackets and oxygen masks and explaining other safety procedures.
EXPLORING	2103	exploring specific areas of the earth to determine structure and type of rocks and minerals.
EXPOSING	4511	operating a camera, preparing and exposing fine and coarse screen, half tone and line, wet and/or dry plate or film negatives and positives.
EXPRESSING	2105	expressing observations, formulating conclusions and illustrating hypotheses using mathematical techniques and models.
EXTINGUISHING	7211	FIRE FIGHTERS control or extinguish fires and protect life and property threatened by fires or accidents, and participate in and co-ordinate fire prevention activities. They may supervise occupations in this unit group.
EXTRACTING	2305	extracting decayed or deformed teeth.
EXTRUDING	7407	PLASTICS PRODUCTION MACHINE OPERATORS operate machines which manufacture and finish a variety of plastic products by extruding, moulding, mixing, drawing, embossing, laminating and other processes. They may supervise occupations in this unit group.
	7419	CLAY AND STONE PROCESSING MACHINE OPERATORS operate machines which manufacture and finish a variety of clay and stone products by extruding, moulding, mixing, grinding, cutting and other processes. They may supervise occupations in this unit group.

KEYWORD	CODE	TASK
FABRICATING	3903	designing, fabricating and using various devices to create special sounds and visual effects for broadcasting, motion picture and stage productions.
	4207	METAL CASTING TRADESPERSONS plan and fabricate mould patterns and form sand moulds and cores used in the production of metal castings. They may supervise, or receive training in, occupations in this unit group.
	4213	PRECISION METAL TRADESPERSONS fabricate, assemble, maintain and repair precision instruments. They may supervise, or receive training in, occupations in this unit group.
	4303	fabricating or modifying metal parts and assembling components using lathes, drilling machines, hand tools and welding equipment.
	4607	VEHICLE BODY MAKERS fabricate and repair specialised vehicle bodies including bus, fire engine, coach, carriage and wagon bodies. They may supervise, or receive training in, occupations in this unit group.
	4903	CABINETMAKERS fabricate and assemble wooden parts to make and repair furniture. They may supervise, or receive training in, occupations in this unit group.
	4907	MARINE CONSTRUCTION TRADESPERSONS fabricate, install and repair structural sections and components of ships and boats. They may supervise, or receive training in, occupations in this unit group.
	4913	fabricating bed springs using coiling machine.
	7429	SHOEMAKING MACHINE OPERATORS operate a variety of machines to fabricate footwear.
	7407	threading wire or cable (to be coated in plastic) through machine, extrusion dies and cooling chamber and fastening it to take-up reel.
FASTENING	8103	assembling components in sequence by fastening, screwing, hammering, soldering or spot-welding using precision or heavy-duty hand or power tools.
	1401	planning and implementing breeding and feeding programmes for livestock and poultry.
FEEDING	4701	feeding boneless meat through roller cutter of cubing machine to cube or tenderise.
	4931	feeding, grooming and exercising animals or supervising other workers in the performance of these duties.
	6601	waking, washing, dressing and feeding children in residential care.
	7205	feeding felled trees into processors for delimbing and cutting into logs.
	7315	tapping furnaces and feeding molten metal into moulds, crucibles or other processing plant.
	7401	threading strip or coil into coiling mechanism, feeding wire or cable into dies for drawing.
	7423	loading hides or skins into feeder mechanism and feeding leather into rollers or presses.
	7433	feeding products into hoppers and filling devices.
	8201	feeding, watering and rearing livestock and fish, cultivating shellfish.
	8921	bathing and feeding patients.
FELLING	4805	felling trees and lopping limbs using chain or hand saws.

F

KEYWORD	CODE	TASK
FELLING (cont.)	7205	LOGGING PLANT OPERATORS operate machines to fell trees, cut them into logs, and load or transport logs onto trucks.
	8203	FORESTRY LABOURERS perform manual tasks associated with felling trees, logging, cultivating and maintaining natural and plantation forests. They may supervise occupations in this unit group. operating manual or machine saws to fell trees.
FERTILISING	1401	planting, spraying, fertilising and harvesting crops such as cereal grain, oilseed, protein crops, sugar cane, tobacco, and market produce.
	4805	pruning, fertilising and watering plants and controlling pests and diseases.
	7209	operating tractor-drawn or self-propelled machinery to plough land, fertilise, plant, cultivate, spray or harvest crops.
	8201	planting, fertilising, spraying and harvesting crops such as cereals, vegetables and fruit by hand or using farm equipment.
FILING	4203	finishing products by cleaning, polishing, filing or bathing them in acid solution.
	4205	cleaning and smoothing weld by filing, chiselling and grinding.
	4509	filing and storing matrices.
	4603	filing depressions with plastic filler, filing, grinding and sanding repaired surfaces.
	4605	filing or chiselling rough spots.
	4923	assembling jewellery by soldering, brazing, rivetting or bolting, and finishing by filing or buffing.
	5101	OFFICE SECRETARIES AND STENOGRAPHERS perform various organisational and clerical tasks in support of management, including taking shorthand, typing and filing and make shorthand records of court and parliamentary proceedings either manually or by machine. They may supervise occupations in this unit group.
	5103	filing records and reports.
	5401	LIBRARY AND FILING CLERKS classify, sort and file publications, documents, correspondence and audio-visual material in libraries and offices. They may supervise occupations in this unit group.
	5907	issuing and filing court documents.
FILLING	6603	processing, labelling and filing X-rays.
	2305	filing cavities.
	2307	preparing or directing preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions.
	4207	filing box with sand and packing sand in place using hand ramming tools or pneumatic hammers.
	4307	filing units with refrigerant.
	4603	filing depressions with plastic filler, filing, grinding and sanding repaired surfaces.
	4909	filing and tamping holes with rock dust, sand or other materials.

KEYWORD	CODE	TASK
FILLING (cont.)	7411	operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients.
	7415	filling machinery with liquid stock prior to operation.
	7433	PACKAGING MACHINE OPERATORS operate machines which fill, and seal various containers. They may supervise occupations in this unit group.
		feeding products into hoppers and filling devices.
FINISHING		holding container in machine and operating controls to fill, seal and label.
	4203	finishing products by cleaning, polishing, filing or bathing them in acid solution.
	4209	polishing and buffing sheet or other metal by hand or machine to finish metal parts or articles.
	4407	finishing surfaces with acoustic, insulating and fireproofing materials.
		covering joints and nail holes and finishing surface.
	4507	BINDERS AND FINISHERS bind and/or finish books and printed products by hand or machine. They may supervise, or receive training in, occupations in this unit group.
		edge-gilding, bevelling, marbling or otherwise finishing book covers using hand tools.
		operating machines to bind and finish books and other printed products.
	4921	GLASS TRADESPERSONS cut, finish and install glass panes. They may supervise, or receive training in, occupations in this unit group.
	4923	assembling jewellery by soldering, brazing, riveting or bolting, and finishing by filing or buffing.
	4925	finishing object to impart aesthetic qualities.
	7405	OTHER METAL PRODUCTS MACHINE OPERATORS operate machines which produce and finish metal products other than those covered elsewhere in minor group 74, Machine Operators.
	7407	PLASTICS PRODUCTION MACHINE OPERATORS operate machines which manufacture and finish a variety of plastic products by extruding, moulding, mixing, drawing, embossing, laminating and other processes. They may supervise occupations in this unit group.
	7419	CLAY AND STONE PROCESSING MACHINE OPERATORS operate machines which manufacture and finish a variety of clay and stone products by extruding, moulding, mixing, grinding, cutting and other processes. They may supervise occupations in this unit group.
		controlling filling of moulds, finishing exposed surfaces.
	7425	FABRIC PRODUCTION MACHINE OPERATORS operate machines which prepare yarn and textile fibres for fabric production, weave and knit fabric, garments, carpets and rugs, finish and repair textile products. They may supervise occupations in this unit group.
	7427	TEXTILE SEWING MACHINISTS operate a variety of industrial sewing machines to sew and finish garments, curtains and soft furnishings. They may supervise occupations in this unit group.
	8103	deburring and finishing items using files, grinding wheels or emery paper.

F

KEYWORD

CODE TASK

FINISHING (cont.)	8403	CONCRETE WORKERS pour, spread, smooth and finish concrete surfaces on floors, stairs, ramps, footpaths, bridges and other structures using hand tools, trowelling machinery and power cutters.
		finishing vertical surfaces by wetting concrete and rubbing with abrasive stone.
FIRING	4909	firing electric detonator or lighting fuse to detonate explosives.
	7315	FURNACE AND KILN OPERATORS operate furnaces, quenching plants, kilns or ovens to smelt, refine or treat metals, fire ceramics, dry and season wood products and timber, or burn waste. They may supervise occupations in this unit group.
FITTING	2305	designing, constructing and fitting complete and partial dentures, orthodontic and other appliances and performing bridge work.
	2319	prescribing and fitting replaceable pads, shields, supports and other corrective and protective foot devices.
	4103	METAL FITTERS AND MACHINISTS set up machining tools, production machines and textile machines, operate machining tools and machines to shape metal stock and castings, and fit and assemble the fabricated metal parts into products. They may supervise, or receive training in, occupations in this unit group.
		fitting fabricated metal parts into products and assembling metal parts and sub-assemblies to produce machinery and equipment using hand tools.
	4903	fitting parts together to form sections of furniture using glue, clamps, nails, dowels or screws.
		fitting hinges, locks, catches, drawers and shelves.
	4921	fitting and installing glass panes and mirrors and assembling prefabricated glass units.
	7415	assembling block sections and metal strips to make forme and fitting forme in metal frame.
	8401	fitting awnings, flyscreens, shower screens, pre-fabricated windows and doors, exterior cladding and other home improvements using hand tools.
	8405	selecting, fitting and bolting pipes and tubes until scaffold, crane or crane boom reaches required height.
FIXING	8923	VEHICLE ACCESSORIES FITTERS fit and replace vehicle accessories. They may supervise occupations in this unit group.
		fitting replacement or new tyres, wheels, windscreens, and mufflers.
	4301	laying, fixing and joining cross-layered polyethylene covered cable.
	4407	PLASTERERS apply plaster, cement or similar materials and fix fibrous sheets to the interior or exterior of domestic and commercial buildings. They may supervise, or receive training in, occupations in this unit group.
		cutting fibreboard and fixing it in place, securing with metal corner beads.
	4411	fixing edge and ridge tiles in mortar or cement.
	4919	fixing underlays of hardboard sheets, rubber or felt.
	8405	selecting, cutting, bending and welding steel bars or mesh and fixing into position in formwork for concrete pours.

KEYWORD	CODE	TASK
FLAGGING	8411	cutting, making, flagging stakes and driving into ground to indicate grade settings, markers or boundaries.
FLYING	3301	AIRCRAFT PILOTS fly aircraft to transport passengers, mail and freight or for other purposes. flying aircraft in accordance with established Air Traffic Control and aircraft operating procedures.
FOLDING	4507	folding, collating and sewing signatures (sheets) by hand or machine.
	8917	LAUNDRY WORKERS load and tend washing and drying machines, unload machines and mark, press, fold, stack and package laundry. They may supervise occupations in this unit group. folding, rolling, counting and stacking processed articles
FOLLOWING	2321	following instructions from medical practitioner prescribing tests or treatment.
	5105	planning proposed layout and format, or following same if pre-set.
	8103	following instructions and drawings to position and secure components and materials on workbench.
FORECASTING	2103	GEOLOGISTS AND GEOPHYSICISTS study the nature, composition and structure of the earth and other planetary bodies and of atmospheres and hydrospheres. They use geological knowledge to locate mineral deposits, determine the flow pattern of ocean tides and currents and forecast seismic, magnetic, electrical and thermal activity.
FORMING	4103	forming metal stock or castings to fine tolerances using machining tool to press, cut, grind, plane, bore or drill metal.
	4207	METAL CASTING TRADESPERSONS plan and fabricate mould patterns and form sand moulds and cores used in the production of metal castings. They may supervise, or receive training in, occupations in this unit group.
	4913	forming frame using machine to shape edge wire.
	7403	METAL PRESS OPERATORS operate machinery to shape and form metal stock and components or form products such as rods, bars, seamless tubing and structural shapes.
	7417	GLASS PRODUCTION MACHINE OPERATORS set up and operate machines which make and process glass to form bottles, jars, drinking glasses and other such products. They may supervise occupations in this unit group.
	8403	forming expansion joints and edges using edging tools, jointers and straight edge.
FORMULATING	1101	assisting in the moulding of government policy and in formulating, amending and repealing legislation.
	1601	examining market trends and formulating policies accordingly.
	2105	expressing observations, formulating conclusions and illustrating hypotheses using mathematical techniques and models.
	2109	advising on the use of ionising radiation, and formulating radiation protecting procedures for the hospital environment.
	2805	formulating design concept for garment or fashion accessory, copy layout, commercial or industrial product, building interior or illustration.

F

KEYWORD	CODE	TASK
FORWARDING	5303	checking validity of documents and forwarding documents to company's share register.
	5601	calculating accounts and forwarding accounts to hospital accounts department, or receiving payment for accounts from hotel or motel guests.

KEYWORD	CODE	TASK
GLUING	4911	making hats by shaping, wiring, sewing, gluing and blocking material using needle and thread, sewing machine, steamer and hand iron.
	4913	tacking, gluing or sewing ornamental trim, braids and buttons to material or frame.
	8401	nailing or stapling batt-type insulation to joists, studs or furring; gluing blocks and slabs of foamed plastic or cork to walls; operating equipment to blow or spray fibre fill or foam insulation material into cavities.
GRADING	1401	organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	7413	grading wood and veneer.
	8109	QUALITY CONTROLLERS collect product samples and conduct tests to grade quality and weight and maintain records.
	8201	grading, packaging and preparing produce for transport to markets.
GRAFTING	1401	organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	4801	selecting and planting seeds, bulbs or cuttings and propagating plants by budding and grafting.
GRAPHING	3103	performing tests, experiments and analyses, preparing, plotting and graphing data, performing routine mathematical calculations, and computations of measurements.
	3201	performing tests, graphing results, preparing charts and tabulations.
GRASPING	7203	operating controls to move levers to grasp load, raise it and drive to delivery point.
GRINDING	4103	forming metal stock or castings to fine tolerances using machining tool to press, cut, grind, plane, bore or drill metal.
	4205	cleaning and smoothing weld by filing, chiselling and grinding.
	4603	filling depressions with plastic filler, filing, grinding and sanding repaired surfaces.
	7411	operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients.
	7419	CLAY AND STONE PROCESSING MACHINE OPERATORS operate machines which manufacture and finish a variety of clay and stone products by extruding, moulding, mixing, grinding, cutting and other processes. They may supervise occupations in this unit group.
	8107	sanding, grinding or cleaning surface of item to be painted.
	8413	cutting, grinding and drilling rails.
GROOMING	4931	feeding, grooming and exercising animals or supervising other workers in the performance of these duties.
GROWING	2107	growing plants under controlled conditions to study the impact of environmental factors on plant growth.
GUARDING	3911	PRISON OFFICERS guard and control inmates in penal institutions. They may supervise occupations in this unit group.

G

KEYWORD	CODE	TASK
GUARDING (cont.)	3911	locking prisoners in cells and guarding prisoners during work assignments, sport and recreation periods, meals and in transit.
	8911	patrolling areas and guarding property.
GUIDING	2315	counselling and guiding language-handicapped individuals and families, their teachers and employers.
	7427	guiding material or parts under the needle.
	7429	monitoring operation, guiding parts under cutter or needle manually or using controls.
	8405	signalling hoist, winch or crane operator to guide positioning of load.
	8407	rolling, lifting or guiding culvert sections into position.
	8917	loading machines, smoothing articles and guiding articles through machines.

KEYWORD	CODE	TASK
HAMMERING	4201	FORGING TRADESPERSONS heat and hammer metal to shape, make or repair metal articles, including horseshoes. They may supervise, or receive training in, occupations in this unit group. hammering, punching or cutting metal to join parts using hand tools or machine presses.
	4205	shaping and bending metal sections and pipes using hand and machine tools or by heating and hammering.
	8103	assembling components in sequence by fastening, screwing, hammering, soldering or spot-welding using precision or heavy-duty hand or power tools.
HAND-CUTTING	4511	hand-cutting stencils.
HANDING	6605	handing required equipment and medication to dentist.
HANDLING	1503	arranging for advertising and handling public relations.
	8201	assisting shearers by handling fleece and controlling sheep
	8907	STOREMEN/WOMEN receive, handle and despatch incoming or outgoing goods in a store or warehouse. They may supervise occupations in this unit group.
HANGING	8405	laying planks and hanging safety nets.
HARDENING	4201	tempering and hardening finished article by quenching in oil or water bath or by cooling gradually in air.
HARNESSING	4931	harnessing and hitching harness racing horses and teaching them to pull sulkies
HARVESTING	1401	planting, spraying, fertilising and harvesting crops such as cereal grain, oilseed, protein crops, sugar cane, tobacco, and market produce.
	7209	AGRICULTURAL PLANT OPERATORS operate tractor drawn or self-propelled machinery to clear and cultivate land, sow and harvest plants in an agricultural or amenity horticultural operation operating tractor-drawn or self-propelled machinery to plough land, fertilise, plant, cultivate, spray or harvest crops.
	8201	planting, fertilising, spraying and harvesting crops such as cereals, vegetables and fruit by hand or using farm equipment.
	8205	NURSERY AND GARDEN LABOURERS plant, cultivate and harvest trees and plants in a plant nursery or assist gardeners in the cultivation, planting and maintenance of private and public gardens. harvesting and packaging plants for sale or transport.
HAULING	8925	laying and hauling in nets, lines and traps used to catch fish, crustaceans and molluscs.
HEARING	1103	reading, hearing and considering evidence.
HEATING	4201	FORGING TRADESPERSONS heat and hammer metal to shape, make or repair metal articles, including horseshoes. They may supervise, or receive training in, occupations in this unit group. heating metal in fire, furnace or forge or by using welding equipment or propane torch
	4205	shaping and bending metal sections and pipes using hand and machine tools or by heating and hammering.

H

KEYWORD	CODE	TASK
HEATING (cont.)	4923	shaping blanks by annealing, heating or spinning on spinning lathes. repairing jewellery and worn metalware by soldering, replacing or remaking damaged parts, annealing or heating.
HITCHING	4931	harnessing and hitching harness racing horses and teaching them to pull sulkies.
	8903	hitching and un-hitching forklift and trolley.
HOLDING	7433	holding container in machine and operating controls to fill, seal and label.
	8101	positioning and holding metal stock, wood, heavy parts or products for Tradespersons.
	8411	holding levelling staff in position at point indicated by surveyor to determine elevation.
HOSTING	2819	ANNOUNCERS broadcast news, sports and other information on radio, television or public address systems, and introduce and host special events.

KEYWORD	CODE	TASK
IDENTIFYING	2101	conducting experiments to identify chemical composition, energy and chemical changes in natural substances or processed materials.
	2103	interpreting remote sensing imagery to identify rock types and structural trends which suggest the presence of features for further investigation.
	2107	identifying and studying the chemical substances and events involved in physiological processes.
	2313	testing muscles, nerves, joints and functional ability, and identifying and assessing patients' physical problems.
	2901	identifying the need for policy responses.
	2903	administering tests and assessing data to identify the source of problems and appropriate treatment.
	2905	identifying needs and planning, developing or modifying programmes within the education system.
	3103	isolating, identifying, collecting and classifying living organisms, studying their reaction to light, temperature, nutrition and chemical agents.
		identifying pathogenic micro-organisms and insects, parasites, fungi and weeds deleterious to crops and livestock and devising methods of control.
	7309	inspecting controls and equipment to identify wear and damage.
ILLUSTRATING	2105	expressing observations, formulating conclusions and illustrating hypotheses using mathematical techniques and models.
IMPARTING	4925	finishing object to impart aesthetic qualities.
IMPLEMENTING	1305	directing research into production methods, recommending and implementing initiatives.
	1313	implementing government directives and policies.
	1319	implementing government directives and policies.
		planning, directing and implementing an operational programme for a group or area.
	1401	planning and implementing breeding and feeding programmes for livestock and poultry.
	1507	implementing or adapting standard office procedures prepared by head office.
	1601	determining and implementing marketing strategies for products.
	2323	VETERINARIANS diagnose and treat animal diseases, ailments and injuries, and advise on and implement preventive measures.
	2601	SOCIAL WORKERS plan, assess, administer and implement programmes in accordance with social policy and individual needs. They may supervise or train students and staff.
	2705	PERSONNEL SPECIALISTS plan, develop, implement and evaluate staff development, training and recruitment programmes and organise staffing in commercial, industrial, government or other organisations.
	3307	MARINE ENGINEERS AND SURVEYORS operate and maintain ship machinery and inspect vessels, machinery and hulls to establish and implement safety standards and procedures. They may receive training in occupations in this unit group.

KEYWORD	CODE	TASK
IMPLEMENTING (cont.)	3907	implementing programmes to enhance the physical, social, emotional and intellectual development of young children.
	6601	implementing disciplinary measures.
IMPOSING	3915	determining violations of rules, and assessing and imposing penalties for infractions of rules.
IMPROVING	2207	CHEMICAL ENGINEERS conduct applied research to develop and improve commercial-scale chemical products or processes, and design and prepare specifications for commercial-scale chemical plants and control systems. They oversee industrial processing and fabrication operations involving products undergoing physical and chemical changes. They may supervise engineering associates and technical officers.
	2601	evaluating, improving and developing welfare services.
	2707	developing and improving data processing procedures.
	3905	INSPECTORS AND REGULATORY OFFICERS conduct inspections to enforce government standards and regulations, industrial awards, or industry standards, to maintain and improve quality of services, or in relation to insurance. They may supervise occupations in this unit group.
	4805	GARDENERS cultivate and maintain plants, plan and construct gardens, landscapes, inspect and treat plants to improve their health and appearance. They may supervise, or receive training in, occupations in this unit group.
INFLATING	4921	blowing through pipe to inflate gob of molten glass.
INFORMING	1305	informing other managers about production matters.
	1505	informing guests of local tourist attractions and recreational facilities and attending to queries and complaints lodged by customers.
	2603	informing judges or legal practitioners of aspects of clients' cases relevant to Family Court proceedings.
	3303	informing flight crews and operations staff about weather conditions, operational facilities, flight plans and air traffic.
	5603	informing callers about phone numbers, dialling codes, national traffic levels, international costs and time delays.
		informing maintenance services of faults and informing callers about resulting service difficulties.
	5905	informing supervisors/management and employees of events requiring action.
	6101	informing prospective clients about stocks, bonds, market conditions and the history and prospects of corporations.
INITIATING	6401	balancing cash and informing management of cash position.
	8913	informing tenants of rules.
	3303	initiating and organising emergency, search and rescue services and procedures.
INOCULATING	2301	inoculating patients against communicable diseases.
	2323	inoculating animals against infectious diseases.
	3103	inoculating animals and plants.

KEYWORD	CODE	TASK
INOCULATING (cont.)	8201	inspecting animals for health and inoculating them.
INSCRIBING	4213	inscribing letters, figures and designs on surfaces of jewellery, trophies or other ornamental items.
INSPECTING	1503	inspecting dining room, kitchen and storage facilities to ensure they meet health requirements and are clean, functional and pleasing in appearance.
	3103	inspecting livestock, analysing produce, and recommending means for improving quality.
	3201	inspecting designs and finished products for compliance with specifications and regulations.
	3203	inspecting civil engineering works.
	3205	inspecting and maintaining machinery and plant.
	3207	inspecting work and materials for compliance with specifications, regulations and standards.
	3303	inspecting aircraft, flight crews, airways facilities and navigational aids to ensure compliance with standard specifications and procedures.
	3307	MARINE ENGINEERS AND SURVEYORS operate and maintain ship machinery and inspect vessels, machinery and hulls to establish and implement safety standards and procedures. They may receive training in occupations in this unit group.
		inspecting ship hulls, machinery and equipment during construction and throughout ship's life to ensure that standards are met and maintained.
	3905	inspecting animal, fish or plant products and processing establishments to ensure conformity with government standards and health regulations.
		inspecting factories and other work sites, machinery and equipment, working conditions, railway freight cars, public places and waste disposal sites to ensure conformity with government standards and regulations or industrial awards.
		inspecting insured buildings, vehicles and commercial and industrial establishments to evaluate conditions and practices affecting insurance risk and to develop safety programmes.
	3911	inspecting locks, window bars, grills, doors and gates and patrolling assigned areas to prevent escapes and disturbances.
	4211	dismantling, inspecting and reassembling aircraft engines, ancillary motors and engine accessories, electrical systems, or sub-assemblies of aircraft frames using hand and power tools and equipment.
	4805	GARDENERS cultivate and maintain plants, plan and construct gardens, landscapes, inspect and treat plants to improve their health and appearance. They may supervise, or receive training in, occupations in this unit group.
	4909	inspecting blasting area before and after explosion to ensure safety.
	4929	inspecting and lubricating equipment and ensuring that shearers' stands are fully equipped.
	6105	inspecting properties before, during and after tenancies.
	7309	inspecting controls and equipment to identify wear and damage.
	7311	inspecting equipment for malfunctions or wear.
	7411	inspecting and testing products for defects.

KEYWORD	CODE	TASK
INSPECTING (cont.)	7427	inspecting stitching for defects.
	7435	inspecting negatives and adjusting machine to alter number, size and type of prints. inspecting prints for defects.
	8105	inspecting products and containers during packaging.
	8109	inspecting products for defects.
	8201	inspecting animals for health and inoculating them.
	8901	inspecting membership cards, admission passes and tickets.
	8911	inspecting locks, windows, doors and surroundings to deter or detect illegal entry into premises. inspecting alarm systems and safety equipment to ensure adequate functioning in the case of hazards.
	8913	inspecting fire and safety equipment to ensure adequate functioning.
	8923	testing the functioning of units or parts or inspecting and measuring to determine amount of wear.
INSTALLING	3201	installing, testing and repairing equipment.
	3205	installing new or modified mechanical assemblies, components, hydraulic power systems, machine tools and controls.
	4203	SHEETMETAL TRADESPERSONS cut, shape and join sheetmetal using hand and power tools, or machines, or assemble and install sheetmetal products. They may supervise, or receive training in, occupations in this unit group.
	4211	installing electrical circuits and equipment.
	4213	installing security systems, changing tumblers in locks, changing locks, cutting keys and opening locks by manipulation.
	4301	ELECTRICAL POWERLINE TRADESPERSONS install, repair, maintain and monitor overhead and underground electric power distribution networks. They may supervise, or receive training in, occupations in this unit group. installing and servicing aerial equipment. installing of earth stakes, poles and guy wires.
	4303	ELECTRICAL FITTERS assemble, install, test and maintain electrical equipment and components, and service and repair domestic and commercial electrical appliances and equipment. They may supervise, or receive training in, occupations in this unit group.
	4305	AUTOMOTIVE ELECTRICIANS install, repair and maintain electrical wiring and components in automobiles. They may supervise, or receive training in, occupations in this unit group. installing gauges, alternators, capacitors, starter motors and other such electrical equipment.
	4307	REFRIGERATION AND AIR-CONDITIONING MECHANICS assemble, install, service and repair refrigeration and air-conditioning units and systems. They may supervise, or receive training in, occupations in this unit group. installing refrigeration or air-conditioning components such as compressors.

KEYWORD	CODE	TASK
INSTALLING (cont.)	4307	installing compressors, motors, condensers, evaporators, switches, gauges and piping.
	4309	ELECTRICAL MECHANICS install, maintain and repair electrical wiring and related equipment in houses, ships, trains, commercial and industrial sites and establishments. They may supervise, or receive training in, occupations in this unit group. positioning and installing electrical switchboards. measuring, cutting and installing conduit. installing switches, light fittings and earthing systems.
	4311	COMMUNICATIONS EQUIPMENT TRADESPERSONS install, maintain and repair external telecommunications equipment, telecommunications appliances, electronic broadcasting and telecine equipment and instruments and systems used for monitoring and process control. They may supervise, or receive training in, occupations in this unit group. installing underground cables for telephone, radio and computer transmission. installing telephones in homes and computerised switchboards in office blocks. installing alarm, radar, medical monitoring, two-way radio and computer systems.
	4315	OFFICE EQUIPMENT AND COMPUTER SERVICERS install, service and repair computer hardware, vending machines, typewriters, calculating, adding and book-keeping machines, cash registers and other such office equipment. They may supervise, or receive training in, occupations in this unit group.
	4401	CARPENTERS AND JOINERS construct, erect, install, renovate and repair wooden structures and fixtures used in internal and external building frameworks, dams, bridges and theatrical sets. They may supervise, or receive training in, occupations in this unit group. assembling and installing fixtures and structures.
	4407	determining fibreboard layout and installing insulation and vapour barriers.
	4409	PLUMBERS install and repair pipelines, plumbing and related equipment for water, gas, sewerage and other systems in residential, commercial and industrial establishments. They may supervise, or receive training in, occupations in this unit group. assembling and installing pipelines, connecting pipes to various components, equipment and appliances.
	4609	VEHICLE TRIMMERS make, install, repair and replace the interior trimmings and upholstery of vehicles. They may supervise, or receive training in, occupations in this unit group. installing lining, floor coverings and arm rests in vehicle.
	4803	installing, maintaining and operating irrigation and drainage systems. installing nets, posts and stumps, marking out lines and logos to prepare ground for play.
	4901	installing selected cutting edge or drill bit in woodworking machine. installing guides, fixtures or jigs to table or bed of machine, adjusting angle and height of table and adjusting feed rollers to control movement of workpiece.
	4907	MARINE CONSTRUCTION TRADESPERSONS fabricate, install and repair structural sections and components of ships and boats. They may supervise, or receive training in, occupations in this unit group.

KEYWORD	CODE	TASK
INSTALLING (cont.)	4907	building and/or installing masts, booms, decking and other structures and fittings.
	4919	FLOOR COVERERS install carpet, linoleum, vinyl, cork tiles and other floor coverings, except ceramic tiles, slate and stone. They may supervise, or receive training in, occupations in this unit group. removing baseboard moulding trim to install edges of coverings.
	4921	GLASS TRADESPERSONS cut, finish and install glass panes. They may supervise, or receive training in, occupations in this unit group. fitting and installing glass panes and mirrors and assembling prefabricated glass units.
	7407	affixing, assembling or installing attachments.
	7417	affixing, assembling or installing attachments. setting up machines, installing moulds and components using hand tools.
	7419	selecting machine components for installation by Fitters or installing smaller components.
	7423	preparing for operation by setting up machines, selecting and installing attachments or components for specialised functions. installing different plates or rollers to attain desired imprints.
	7425	installing attachments to machines.
	8401	INSTALLATION WORKERS install functional or decorative fittings, and install and apply a variety of insulation materials to improve resistance to heat, cold, air, sound or moisture, in established buildings and those under construction.
	8403	installing anchor bolts, steel plates, door sills and other fixtures in concrete according to specifications.
INSTITUTING	8405	STRUCTURAL STEEL AND RELATED CONSTRUCTION LABOURERS assemble and install rigging gear and erect strong temporary structures to enable safe movement of heavy objects and of personnel on construction sites, in shipyards and manufacturing plants, and position and secure steel bars or mesh in concrete forms to reinforce concrete structures permanently.
	1201	co-ordinating subordinate units and staff, and instituting reporting, audit and control systems.
	2207	ensuring that materials and equipment conform to specifications, diagnosing malfunctions and instituting remedial action.
INSTRUCTING	2209	diagnosing malfunctions and instituting remedial action.
	1103	instructing juries on points of law or procedure.
	2303	instructing patients in remedial exercises and advising on preventive health practices.
	2313	instructing patients and their families in procedures to be continued at home.
	2407	advising, instructing and counselling parents and/or teachers on availability and use of special techniques.
	2505	EXTRA-SYSTEMIC TEACHERS AND INSTRUCTORS instruct and train students in subjects such as art, music, dance and drama, in establishments external to the education system.

KEYWORD**CODE TASK**

INSTRUCTING (cont.)	2505	instructing and demonstrating practical aspects of subject area.
	2607	instructing in religious principles and practice.
	2805	supervising the production of sample garment or accessory, instructing other workers making models or patterns of products, or instructing finishing or layout artists assembling artwork for printing.
	2807	instructing printer on type to use for headlines and text and selecting photographs and drawings to illustrate copy.
	2813	DANCERS AND CHOREOGRAPHERS create and perform dances and instruct dancers in the interpretation and performance of dances. instructing dancers in performance of movements of dance.
	3401	instructing and advising on nutrition, child care, family planning, disease prevention and other health matters.
	3909	instructing community groups and essential service workers in first aid.
INSULATING	4301	joining and splicing cables, and insulating wiring.
INTERPRETING	1103	interpreting the law in relation to particular cases.
	1301	providing and interpreting financial information for other management
	2103	interpreting remote sensing imagery to identify rock types and structural trends which suggest the presence of features for further investigation analysing and interpreting data derived from laboratory and field studies
	2407	administering various forms of assessment and interpreting the results
	2701	collecting, analysing and interpreting information on financial standing, cost structures and trading effectiveness of organisations.
	2817	acting part in medium of presentation, interpreting role by speech and gesture
	2907	organising, authenticating, evaluating and interpreting historical, political, sociological, anthropological and linguistic data.
	2909	analysing and interpreting data.
	3207	interpreting building plans, regulations and codes of practice.
	4805	drawing and interpreting plans and preparing landscape construction schedules
INTERVIEWING	1317	interviewing parents and new pupils.
	3501	pursuing, arresting and interviewing persons suspected of crime
	3901	interviewing disadvantaged individuals and groups.
	5905	PERSONNEL CLERKS advertise for, interview and assess the suitability of persons for employment with a particular organisation, and maintain personnel records of employees interviewing applicants, recording details and notifying applicants of interview results
INTRODUCING	1101	investigating matters of concern to the public and electorate and introducing proposals for remedial government action.

KEYWORD	CODE	TASK
INTRODUCING (cont.)	2401	PRE-PRIMARY SCHOOL TEACHERS introduce children to the rudiments of music, art, literature and numeracy in a pre-primary centre, and promote their physical, mental and social development.
	2819	ANNOUNCERS broadcast news, sports and other information on radio, television or public address systems, and introduce and host special events. introducing entertainment items, entertainers, speakers and celebrities.
INVESTIGATING	1101	investigating matters of concern to the public and electorate and introducing proposals for remedial government action.
	2109	assessing the effects of microbial behaviour on tissue and investigating responses of the body to foreign cells or other agents.
	2207	investigating practical engineering problems, conducting mathematical modelling and computer simulation of complex processes.
	2209	conducting experiments, investigating and correlating data on concrete technology, structures, soil mechanics, hydrology, hydraulics, water and waste treatment processes and other such areas.
	2211	conducting experiments, investigating and correlating data on power generation and transmission systems, transformers, switchgear and electric motors and their controls, telemetry and remote control systems, process and systems control, data processing equipment, radar, communications equipment, and microwave systems.
	2213	conducting experiments, investigating and correlating data on energy use, materials handling, thermodynamic processes, fluid mechanics, vehicles and environmental controls.
	2217	METALLURGISTS AND MATERIALS SCIENTISTS investigate the properties of metals and alloys, develop new ceramic, polymeric and other materials, and develop, control and advise on extraction, refinement, alloying and treatment procedures. They may supervise engineering associates and technicians.
	2605	preparing cases by investigating circumstances, researching relevant statutes and previous court decisions.
	2903	PSYCHOLOGISTS devise and use psychological principles and techniques to investigate and assess cognitive, behavioural or emotional disorders or difficulties and provide treatment or counselling to foster optimal, personal, social, educational or occupational adjustment and development.
	3307	investigating the causes of marine casualties, accidents, machine and equipment failures.
	3501	POLICE investigate crimes, arrest offenders, patrol public areas, attend at the scene of accidents and perform other duties of law enforcement and maintenance of public order. They may supervise occupations in this unit group. investigating crimes, minor offences and citizens' complaints.
	3911	investigating disturbances or unusual occurrences.
	5603	investigating nature and extent of problems in operating systems.
	7211	investigating fire hazards and taking or co-ordinating necessary fire prevention action.
	8911	investigating disturbances and unusual occurrences.
IRRIGATING	8201	cleaning and maintaining premises, machinery and equipment irrigating land and maintaining irrigation channels.

KEYWORD	CODE	TASK
ISOLATING	3103	isolating, identifying, collecting and classifying living organisms, studying their reaction to light, temperature, nutrition and chemical agents.
ISSUING	1101	issuing policy directions to government departments and exercising overall control over municipal authorities or diplomatic missions overseas.
	3303	issuing certificates of airworthiness for aircraft, licensing aircraft maintenance organisations and personnel.
	3501	observing traffic and issuing traffic infringement notices.
	5401	issuing library items to borrowers.
	5505	issuing supplies from stock.
	5605	issuing and collecting receipts for pick-up and delivery items.
	5907	issuing and filing court documents.
	6401	verifying records and issuing receipts.
	6403	receiving cash or credit card payment and issuing receipts.
	6405	receiving fares and issuing tickets, working either aboard a bus or tram or at a stop
		issuing tickets or receipts.
		accepting wagers and issuing tickets.
	8907	issuing stores over counter.

KEYWORD	CODE	TASK
JOINING	4201	hammering, punching or cutting metal to join parts using hand tools or machine presses.
	4203	SHEETMETAL TRADESPERSONS cut, shape and join sheetmetal using hand and power tools, or machines, or assemble and install sheetmetal products. They may supervise, or receive training in, occupations in this unit group.
	4205	STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS cut, shape, join and repair metal parts of iron and steelwork structures, pressure pipes, ships, boilers or other vessels subject to greater pressure than the weight of their contents, and weld metals together. They may supervise, or receive training in, occupations in this unit group. joining metal sections by various welding techniques, bolting or rivetting.
	4301	joining and splicing cables, and insulating wiring. laying, fixing and joining cross-layered polyethylene covered cable.
	4905	shaping and joining cane rods and weaving cane around structure to make furniture using clamps, shaping device, hand tools and fasteners.
	4913	joining sections of covering material and seaming cushions using sewing machines.
	4915	SHOEMAKING AND REPAIRING TRADESPERSONS cut out, shape and join parts of shoes and repair shoes. They may supervise, or receive training in, occupations in this unit group. joining, decorating and reinforcing shoe parts using single, double or multiple stitching machine. joining upper to insole using tacking device or adhesive.
	4917	joining parts of leather articles using rivets, handsewing, tools, sewing machine or adhesive.
	4921	joining tubing or extending parts of object by reheating using specialised hand tools.

KEYWORD	CODE	TASK
KEEPING	3305	keeping watch for specified periods at sea and in port.
KNEADING	4703	mixing, kneading, cutting, moulding and shaping dough by hand.
KNITTING	7425	FABRIC PRODUCTION MACHINE OPERATORS operate machines which prepare yarn and textile fibres for fabric production, weave and knit fabric, garments, carpets and rugs, finish and repair textile products. They may supervise occupations in this unit group.

L

KEYWORD	CODE	TASK
LABELLING	2307	preparing or directing preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions.
	5401	labelling file covers and containers with correct code.
	6603	processing, labelling and filling X-rays.
	7433	holding container in machine and operating controls to fill, seal and label.
	7435	labelling film or paper on cartridge or package.
	8105	HAND PACKERS weigh, wrap and label meat, fruit, vegetables or other products by hand.
	8109	selecting, examining and labelling samples.
	8411	collecting and labelling samples as directed.
	8907	labelling goods with details of storage location.
LAMINATING	7407	PLASTICS PRODUCTION MACHINE OPERATORS operate machines which manufacture and finish a variety of plastic products by extruding, moulding, mixing, drawing, embossing, laminating and other processes. They may supervise occupations in this unit group. operating controls which activate hydraulic ram to emboss, laminate or draw sheet through die.
LAYING	4301	laying, fixing and joining cross-layered polyethylene covered cable.
	4303	measuring and laying out installation reference points.
	4307	measuring and laying out installation reference points.
	4403	BRICKLAYERS lay bricks, stones, tiles and building blocks to construct and repair structures such as walls, foundations and arches; or equipment such as boilers, industrial ovens, furnaces, kilns and smelters. They may supervise, or receive training in, occupations in this unit group. spreading mortar over bricks, blocks or tiles and laying in place, removing excess mortar with trowel.
	4411	aligning and securing starter row of roofing material, and laying successive overlapping layers.
	4413	WALL AND FLOOR TILERS lay various types of tiles on external and internal walls and floors to provide a protective and decorative finish. They may supervise, or receive training in, occupations in this unit group. examining plans, measuring and marking surface to be covered and laying out work.
	4501	COMPOSITORS set and lay out type and other material by hand or machine prior to printing. They may supervise, or receive training in, occupations in this unit group.
	4919	laying covering material over floor.
	6601	laying out toys, recreational equipment, paints, paper, glue, clay and other materials for children's activities.
	7207	PAVING AND SURFACING PLANT OPERATORS operate machines to spread and level hot bituminous paving materials or lay concrete on highways, streets and parking areas. They may supervise occupations in this unit group.

KEYWORD	CODE	TASK
LAYING (cont.)	8405	laying planks and hanging safety nets.
	8409	sweeping pavement bases prior to laying asphalt surfaces, cleaning worksite, loading and unloading equipment.
	8411	transporting, assembling, dismantling, maintaining, laying out and retrieving prospecting and surveying equipment.
	8413	RAILWAY LABOURERS lay and repair tracks in railways, tramways, transfer yards, quarries and mines. They may supervise occupations in this unit group. laying sleepers at specified intervals across roadbed and positioning rails on sleepers
	8925	laying and hauling in nets, lines and traps used to catch fish, crustaceans and molluscs.
LEARNING	2817	learning lines and cues and rehearsing part.
LEVELLING	4509	trimming, shaving or levelling plate using hand tools or machines.
	4803	mowing, rolling and levelling turf using hand or power driven equipment.
	7201	EXCAVATING AND EARTHMOVING PLANT OPERATORS operate machinery used to excavate soil, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris and level, smooth and compact surfaces, in construction, mining, forestry and other projects. They may supervise occupations in this unit group.
	7207	PAVING AND SURFACING PLANT OPERATORS operate machines to spread and level hot bituminous paving materials or lay concrete on highways, streets and parking areas. They may supervise occupations in this unit group.
	8407	EARTHMOVING LABOURERS perform manual tasks associated with clearing, levelling and excavating engineering and construction sites and irrigation channels. spreading and levelling soil, gravel and sand.
	8409	PAVING AND SURFACING LABOURERS perform manual tasks to spread, level, and compact bituminous and other paving material on roads, runways or parking areas, as part of construction or maintenance programmes. They may supervise occupations in this unit group. shovelling asphalt mix into areas inaccessible to paving machines, levelling and compacting mix using rake and hand tamper.
LIAISING	1201	representing the organisation in negotiations at conventions, seminars and official occasions, and liaising with other organisations.
	1601	liaising with customers to determine requirements for specific products or markets, and answering queries and complaints.
	2201	liaising with clients and other professionals on matters of design, cost, timing and feasibility of projects.
	2203	liaising with architects, builders and engineers.
	2205	liaising with other professionals.
	2603	liaising with voluntary, State, Federal and other welfare organisations.
	2605	liaising with other law firms and relevant organisations.

L

KEYWORD	CODE	TASK
LICENSING	3303	issuing certificates of airworthiness for aircraft, licensing aircraft maintenance organisations and personnel.
LIFTING	7311	CRANE OPERATORS operate stationary or mobile cranes to lift, move and lower objects. They may supervise occupations in this unit group.
	7401	lifting mould from pattern.
	8407	rolling, lifting or guiding culvert sections into position.
	8413	lifting sleepers and rails and tamping ballast under sleepers.
	8905	lifting garbage in bags from bins at roadside and throwing into larger bin or directly into garbage truck.
	8907	operating various types of machinery to lift, place and remove items on high levels.
	8921	lifting patients on and off beds.
LIGHTING	4909	firing electric detonator or lighting fuse to detonate explosives.
LINKING	2707	designing and modifying operating environment software to link with other software or with hardware.
LISTENING	4601	diagnosing faults by listening to engine or operating specialised testing equipment.
LISTING	5907	listing court actions, collecting moneys and maintaining court records.
	6105	listing details of land or building for sale or rental and arranging advertising of properties.
LOADING	1401	organising and conducting farming operations particular to the type of farm, such as milking, shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	5201	selecting mode of computer operations, loading input and output units and scheduling computer job flow to process data.
	6501	loading and unloading push-cart or truck to transport goods to street location.
	6609	loading and unloading luggage and assisting with hand luggage.
	7105	manoeuvring vehicles to load or unload goods.
		loading and unloading vehicle.
	7201	EXCAVATING AND EARTHMOVING PLANT OPERATORS operate machinery used to excavate soil, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris and level, smooth and compact surfaces, in construction, mining, forestry and other projects. They may supervise occupations in this unit group.
	7205	LOGGING PLANT OPERATORS operate machines to fell trees, cut them into logs, and load or transport logs onto trucks.
		loading logs onto stock pile or into truck.
	7309	BULK MATERIALS HANDLING PLANT OPERATORS operate equipment to load, unload, move or store bulk materials. They may supervise occupations in this unit group.
		operating equipment to stockpile bulk materials, move bulk materials, liquids and fluidised solids, load and unload bulk materials from railway cars and ships.

KEYWORD	CODE	TASK
LOADING (cont.)	7401	selecting computer programs, setting control panel, lubricating mould or loading feed mechanism prior to operation.
	7403	loading stock or other items into feeding mechanism.
	7405	loading stock or other items into feeding mechanism.
	7407	loading materials, items or ingredients for mixing into machine or feeding mechanism.
	7409	loading stock.
	7423	loading hides or skins into feeder mechanism and feeding leather into rollers or presses.
	7431	loading feeder mechanism and starting machine.
	7435	removing exposed film from cartridges and loading feed spools in darkroom.
	8101	TRADES ASSISTANTS clean, load, transport and perform other routine tasks as directed by Tradespersons. loading and unloading materials, tools and equipment, and transporting them about work area.
	8107	loading paint into machine.
	8201	loading and unloading stockfeed, seed grain, fertiliser and other supplies and loading livestock, crops or containers of produce onto trucks.
	8203	assisting with loading and transporting logs.
	8205	loading, unloading and moving gardening supplies and equipment.
	8409	sweeping pavement bases prior to laying asphalt surfaces, cleaning worksite, loading and unloading equipment.
	8415	loading, unloading, stacking and storing materials.
	8903	loading and unloading luggage.
	8909	FREIGHT AND FURNITURE HANDLERS unpack, store, pack and despatch goods coming into or out of warehouses, pack furniture and household goods for freight, load and unload goods into and from freight trucks, containers, rail cars or aircraft. They may supervise occupations in this unit group. loading goods, and adjusting ropes, straps and padding.
	8917	LAUNDRY WORKERS load and tend washing and drying machines, unload machines and mark, press, fold, stack and package laundry. They may supervise occupations in this unit group. loading machines, smoothing articles and guiding articles through machines.
LOCATING	2103	GEOLOGISTS AND GEOPHYSICISTS study the nature, composition and structure of the earth and other planetary bodies and of atmospheres and hydrospheres. They use geological knowledge to locate mineral deposits, determine the flow pattern of ocean tides and currents and forecast seismic, magnetic, electrical and thermal activity.
	4305	testing for and locating electrical malfunctions.
	4311	locating defective components or circuitry using electronic testing instruments.

L

KEYWORD	CODE	TASK
LOCATING (cont.)	4315	setting up test equipment to evaluate functional and operational performance and locate circuitry defects.
	4409	locating and marking positions for connections, fixtures etc., and areas of trenches to be excavated.
	5401	locating and retrieving materials on request.
LOCKING	3911	locking prisoners in cells and guarding prisoners during work assignments, sport and recreation periods, meals and in transit.
LOGGING	8203	FORESTRY LABOURERS perform manual tasks associated with felling trees, logging, cultivating and maintaining natural and plantation forests. They may supervise occupations in this unit group.
LOPPING	4805	felling trees and lopping limbs using chain or hand saws.
LOWERING	7201	raising, lowering and manipulating attachments using manual or electrical controls.
	7203	operating controls of fork lift to align truck and raise or lower fork to stack or unstack articles.
	7311	CRANE OPERATORS operate stationary or mobile cranes to lift, move and lower objects. They may supervise occupations in this unit group.
		operating controls to rotate crane, move crane on fixed rails, raise and lower boom, and raise and lower hook.
	7313	operating controls to raise or lower hoist or lift containing materials, equipment or people operating winch to raise, lower or wind in object.
LUBRICATING	4303	lubricating bearings and moving parts of mechanisms.
	4315	lubricating moving parts.
	4601	relining and adjusting brakes, replacing worn shock absorbers, changing oil and air filters, lubricating vehicle parts.
	4929	inspecting and lubricating equipment and ensuring that shearers' stands are fully equipped.
	7201	servicing, lubricating, cleaning and refuelling equipment, performing minor repairs.
	7301	cleaning and lubricating components and equipment.
	7303	lubricating moving parts and replenishing oil and grease.
	7311	lubricating ropes and winches on crane and replacing worn cables.
	7401	selecting computer programs, setting control panel, lubricating mould or loading feed mechanism prior to operation.
	7403	monitoring operation, removing processed items, lubricating dies and reloading machine.
	7421	cleaning and lubricating equipment.

KEYWORD	CODE	TASK
MAINTAINING	1319	directing and monitoring the activities of junior officers and other staff and maintaining discipline.
	1401	cleaning and disinfecting buildings, sheds, pens, equipment and facilities to maintain produce quality and health standards.
	1501	maintaining records of stock levels and financial transactions.
	1503	maintaining records of stock levels and financial transactions.
	1505	maintaining records of financial transactions.
	2219	OTHER ENGINEERS design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment. They may supervise engineering associates and technicians.
	2303	maintaining close liaison with other personnel caring for the patient.
	2307	maintaining prescription files and recording issue of narcotics, poisons and habit forming drugs.
	2405	maintaining discipline in classrooms and other school areas.
	2607	maintaining records as required by civil or church law.
	2707	writing, testing and maintaining operations or end use software.
		maintaining data dictionary and data management system of database to ensure integrity and security of data.
	2911	LIBRARIANS develop, organise and maintain a collection of written and recorded material and provide an information service for users based on the collection itself and on library and information networks.
	3103	developing, maintaining and repairing instruments and equipment for use in experimental research.
	3205	inspecting and maintaining machinery and plant.
	3301	monitoring information from instruments and other sources to maintain course and flight.
	3305	directing fishing operations, maintaining catch records and arranging marketing and sales.
	3307	MARINE ENGINEERS AND SURVEYORS operate and maintain ship machinery and inspect vessels, machinery and hulls to establish and implement safety standards and procedures. They may receive training in occupations in this unit group.
	3401	maintaining records of patients' progress and treatment administered.
	3905	INSPECTORS AND REGULATORY OFFICERS conduct inspections to enforce government standards and regulations, industrial awards, or industry standards, to maintain and improve quality of services, or in relation to insurance. They may supervise occupations in this unit group.
	3907	maintaining records and accounts for the centre.
	4211	AIRCRAFT MAINTENANCE ENGINEERS maintain and repair aircraft engines, electrical systems and mechanical systems and assemble components of aircraft frames. They may supervise, or receive training in, occupations in this unit group.

KEYWORD

CODE TASK

MAINTAINING (cont.)

- 4213 PRECISION METAL TRADESPERSONS fabricate, assemble, maintain and repair precision instruments. They may supervise, or receive training in, occupations in this unit group.
- 4301 ELECTRICAL POWERLINE TRADESPERSONS install, repair, maintain and monitor overhead and underground electric power distribution networks. They may supervise, or receive training in, occupations in this unit group.
- maintaining location diagrams.
- 4303 ELECTRICAL FITTERS assemble, install, test and maintain electrical equipment and components, and service and repair domestic and commercial electrical appliances and equipment. They may supervise, or receive training in, occupations in this unit group.
- 4305 AUTOMOTIVE ELECTRICIANS install, repair and maintain electrical wiring and components in automobiles. They may supervise, or receive training in, occupations in this unit group.
- 4309 ELECTRICAL MECHANICS install, maintain and repair electrical wiring and related equipment in houses, ships, trains, commercial and industrial sites and establishments. They may supervise, or receive training in, occupations in this unit group.
- 4311 COMMUNICATIONS EQUIPMENT TRADESPERSONS install, maintain and repair external telecommunications equipment, telecommunications appliances, electronic broadcasting and teleline equipment and instruments and systems used for monitoring and process control. They may supervise, or receive training in, occupations in this unit group.
- erecting, testing and maintaining aerial wires.
- 4313 RADIO AND TELEVISION SERVICERS maintain and repair radio and television receivers, tape recorders, phonographs and video cassette recorders. They may supervise, or receive training in, occupations in this unit group.
- 4403 repairing and maintaining brick and related structures and equipment.
- 4405 cleaning and maintaining equipment and work area.
- 4505 maintaining production records.
- cleaning and maintaining presses and performing minor repairs.
- 4509 maintaining plating baths and repairing damaged plates.
- 4601 VEHICLE MECHANICS maintain, test and repair motor vehicles, parts and sub-assemblies and repair small engines and other propulsion or associated systems in boats, motor cycles and like equipment. They may supervise, or receive training in, occupations in this unit group.
- 4803 GREENKEEPERS establish fine turf and lawns and maintain grassed or synthetic surfaces used for sport. They may supervise, or receive training in, occupations in this unit group.
- installing, maintaining and operating irrigation and drainage systems.
- 4805 GARDENERS cultivate and maintain plants, plan and construct gardens, landscapes, inspect and treat plants to improve their health and appearance. They may supervise, or receive training in, occupations in this unit group.
- 4925 CRAFTWORKERS make, maintain and repair objects which have both functional and aesthetic qualities. They may supervise, or receive training in, occupations in this unit group.
- maintaining objects to ensure they are in working order.

KEYWORD	CODE	TASK
MAINTAINING (cont.)	4929	SHEEP SHEARERS shear wool from sheep using either mechanically driven handpiece or blade shears, and maintain and repair shearing equipment. They may supervise occupations in this unit group.
	5101	maintaining a filing system.
	5401	sorting, cataloguing and maintaining index cards for library items, cards, correspondence, invoices, receipts and other materials according to established procedures and classification systems.
		maintaining a register of materials for filing, shelving, storage or distribution.
	5501	maintaining production records and compiling reports.
	5503	preparing and checking documents, maintaining records of receipts and despatches.
		maintaining records of import and export transactions.
	5903	maintaining records of distribution of materials.
	5905	PERSONNEL CLERKS advertise for, interview and assess the suitability of persons for employment with a particular organisation, and maintain personnel records of employees.
	5907	listing court actions, collecting moneys and maintaining court records.
	5909	maintaining records of counter and financial transactions including telephone account payments.
	7103	cleaning, servicing, maintaining and repairing vehicles.
	7105	maintaining logbook detailing vehicle movements.
	7203	positioning load against heel of forks to maintain stability of load and truck.
	7207	driving machine along specified path, observing distribution of paving material and operating controls to maintain specified paving thickness.
		cleaning, servicing and maintaining machinery.
	7407	examining products for defects, performing minor repairs and maintaining production records.
	7409	maintaining production records.
	7413	examining products for defects, performing repairs and maintaining production records.
	7421	maintaining production records.
	7423	maintaining production records.
	7425	maintaining production records.
	7431	maintaining production records.
	7433	maintaining supply of product (including liquid) and containers.
		maintaining production records.
	8101	maintaining simple records.
	8109	QUALITY CONTROLLERS collect product samples and conduct tests to grade quality and weight and maintain records.

KEYWORD	CODE	TASK
MAINTAINING (cont.)	8201	cleaning and maintaining premises, machinery and equipment irrigating land and maintaining irrigation channels.
	8203	FORESTRY LABOURERS perform manual tasks associated with felling trees, logging, cultivating and maintaining natural and plantation forests. They may supervise occupations in this unit group. maintaining buildings, facilities and equipment associated with forest.
	8411	transporting, assembling, dismantling, maintaining, laying out and retrieving prospecting and surveying equipment.
	8415	cleaning and maintaining equipment, removing spillage and debris from drilling floor. maintaining drainage, fluids pumping, conveyor belt or other auxiliary systems.
	8913	CARETAKERS clean and maintain apartment buildings, schools, offices, hotels and motels, holiday camps or caravan parks and associated grounds. cleaning and maintaining grounds and common facilities.
	8925	FISHERMEN/WOMEN, DECKHANDS AND SEAMEN/WOMEN maintain ship's equipment and structures and catch fish, crustaceans and molluscs. They may supervise occupations in this unit group. maintaining ship's equipment, cargo gear, rigging, life-saving and fire-fighting appliances.
MAKING	1103	arbitrating on issues and making awards.
	2201	analysing sites and making appropriate recommendations for development or construction.
	3101	collecting blood samples, making blood counts, testing to determine bleeding, coagulation time, blood types and characteristics.
	4101	TOOLMAKERS make and repair tools, dies, jigs, fixtures and other parts and equipment to fine tolerances. They may supervise, or receive training in, occupations in this unit group.
	4201	FORGING TRADESPERSONS heat and hammer metal to shape, make or repair metal articles, including horseshoes. They may supervise, or receive training in, occupations in this unit group.
	4213	making blades for circular, band or other power saws and/or repairing, setting and sharpening blades for hand or power saws.
	4509	STEREOTYPERS AND ELECTROTYPERS make duplicates of prepared formes (assemblages) of type and other material for long-run or multiple printing operations. They may supervise, or receive training in, occupations in this unit group. pressing pliable rubber or plastic matrix against forme to make mould.
	4511	SCREEN PRINTERS make stencils either by hand or photographically for use by a screen printing machine or on a hand bench, print from stencil using machine or bench. They may supervise, or receive training in, occupations in this unit group.
	4609	VEHICLE TRIMMERS make, install, repair and replace the interior trimmings and upholstery of vehicles. They may supervise, or receive training in, occupations in this unit group.
	4703	BAKERS AND PASTRYCOOKS prepare and bake buns, cakes, bread loaves and rolls, and operate forming machines to make biscuits. They may supervise, or receive training in, occupations in this unit group.

KEYWORD	CODE	TASK
MAKING (cont.)	4903	CABINETMAKERS fabricate and assemble wooden parts to make and repair furniture. They may supervise, or receive training in, occupations in this unit group.
	4905	OTHER WOOD TRADESPERSONS carve designs in wood, apply finishes to furniture, make picture frames, models or barrels from wood or make cane furniture. They may supervise, or receive training in, occupations in this unit group. cutting out and assembling mouldings to make picture frames using hand and power tools. shaping and joining cane rods and weaving cane around structure to make furniture using clamps, shaping device, hand tools and fasteners.
	4911	GARMENT TRADESPERSONS prepare patterns and materials for the making of garments and make garments, including fur garments and hats. They may supervise, or receive training in, occupations in this unit group. making hats by shaping, wiring, sewing, gluing and blocking material using needle and thread, sewing machine, steamer and hand iron.
	4917	OTHER LEATHER AND CANVAS TRADESPERSONS make and repair products made from leather or canvas and similar materials or prepare sailcloth for sewing. They may supervise, or receive training in, occupations in this unit group. sewing sections of canvas and similar materials together to make awnings, tents, tarpaulins, horse rugs, caravan annexes or other products using sewing machine.
	4923	JEWELLERY AND PRECIOUS METALWARE TRADESPERSONS make fashion or industrial jewels from rough gemstones and make and repair precious metal and complete jewellery articles using precision hand and power tools. They may supervise, or receive training in, occupations in this unit group.
	4925	CRAFTWORKERS make, maintain and repair objects which have both functional and aesthetic qualities. They may supervise, or receive training in, occupations in this unit group. manipulating materials to make objects according to design.
	5101	making appointments and travelling arrangements.
	5901	checking lists and making enquiries to trace addresses of customers.
	6403	CASHIERS receive cash, register payments, make payments and bank funds on behalf of retail stores or other organisations. They may supervise occupations in this unit group.
	6405	TICKET SALESPERSONS collect fares, sell tickets and make reservations for travel, sporting or entertainment venues, or accept wagers and pay out minor winnings in lottery offices or betting shops. checking available seating, services and timetables and making reservations over-the-counter or by telephone.
	6507	making travel and accommodation bookings.
	7413	WOOD PROCESSING MACHINE OPERATORS operate a variety of sawing and other machines to make logs or cut them into poles or timber pieces; and operate machinery such as rollers and presses to make plywood, particleboard, solid laminate or similar timber products. They may supervise occupations in this unit group.
	7415	assembling block sections and metal strips to make forme and fitting forme in metal frame.

M

KEYWORD	CODE	TASK
MAKING (cont.)	7417	GLASS PRODUCTION MACHINE OPERATORS set up and operate machines which make and process glass to form bottles, jars, drinking glasses and other such products. They may supervise occupations in this unit group.
	8411	cutting, making, flagging stakes and driving into ground to indicate grade settings, markers or boundaries.
	8921	changing bed linen, and making beds.
MANAGING	2107	LIFE SCIENTISTS examine the morphology, structure, chemistry and physical characteristics of humans, animals, plants and other living organisms; develop practical applications of biological and related theory; study the environment and interrelationships between animals and plants; develop and manage forest lands and resources, and advise farmers on all aspects of farming.
	2209	CIVIL ENGINEERS plan, design and direct construction and manage operations and maintenance of large-scale transport, water supply and sewerage structures. They conduct research into materials, processes and systems, scientific theories and principles applicable to practical engineering problems. They may supervise engineering associates and technical officers.
MANIPULATING	2317	manipulating peripheral joints and soft tissues of the spinal column or other parts of the body framework to restore mechanical function.
	4501	entering and manipulating copy on visual display terminals of computerised phototypesetting systems.
	4925	manipulating materials to make objects according to design.
	7201	raising, lowering and manipulating attachments using manual or electrical controls.
MANOEUVRING	7105	manoeuvring vehicles to load or unload goods
	7201	driving and manoeuvring plant within surveyors' pegs or working from drawings, markers or verbal instructions.
MANUFACTURING	2219	OTHER ENGINEERS design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment. They may supervise engineering associates and technicians.
MARBLING	4507	edge-gilding, bevelling, marbling or otherwise finishing book covers using hand tools.
MARKING	2403	preparing, administering and marking tests, projects and assignments to evaluate pupils' progress and taking remedial steps where necessary.
	2405	preparing, administering and marking tests, projects and assignments to evaluate pupils' progress, and recording the results.
	2501	preparing and marking essays, assignments and examinations
	2503	preparing, administering and marking projects, assignments and examinations to assess students.
	4407	measuring and marking surfaces to prepare them for fibreboard installation.
	4409	locating and marking positions for connections, fixtures etc., and areas of trenches to be excavated.
	4413	examining plans, measuring and marking surface to be covered and laying out work.

KEYWORD	CODE	TASK
MARKING (cont.)	4907	marking lines and reference points on dry dock, slipway or layout floor and on material used for fabrication of boat parts.
	4919	measuring and marking off area with layout.
	5501	examining containers to ensure that they are filled to specified level and marking them for identification purposes.
	8917	LAUNDRY WORKERS load and tend washing and drying machines, unload machines and mark, press, fold, stack and package laundry. They may supervise occupations in this unit group.
MARKING OUT	4101	measuring and marking out metal stock or casting using various gauges.
	4203	marking out selected sheetmetal using templates, gauges and other instruments.
	4405	marking out and painting sign, wall or other surface using roller, spraygun or brush and metal stick.
	4803	installing nets, posts and stumps, marking out lines and logos to prepare ground for play.
	4903	marking out, cutting and shaping wood using saws, chisels, planes, powered hand tools and woodworking machines to form furniture parts.
	4917	marking out and cutting sailcloth or canvas and similar materials from pattern using hand shears or power cutters.
	4923	studying rough stone using magnifying glass and marking out cutting guidelines.
MATCHING	7409	marking out patterns from blue-prints and cutting sheets.
	4505	selecting, matching and mixing coloured inks and regulating paper and ink supply during print run.
	4919	cutting shapes around permanent obstructions, matching adjacent patterns and trimming edges.
MEASURING	8917	matching invoice descriptions to articles.
	2103	measuring gravitational and magnetic fields to determine size, mass and structure of the earth and planetary bodies.
	2803	measuring light levels and determining exposure.
	2907	observing, collecting and measuring data related to area of geographical specialisation.
	3103	cross-pollinating plants, analysing soils, surveying and measuring trees.
	3307	measuring vessels for the calculation of tonnage, registration and the issue of safety certificates.
	4101	measuring and marking out metal stock or casting using various gauges.
	4303	measuring and laying out installation reference points.
	4307	measuring and laying out installation reference points.
	4309	measuring, cutting and installing conduit.
	4407	measuring and marking surfaces to prepare them for fibreboard installation.
	4409	measuring, cutting, threading and bending pipes.

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KEYWORD	CODE	TASK
MEASURING (cont.)	4413	examining plans, measuring and marking surface to be covered and laying out work.
	4911	measuring customer's size and drafting original pattern or altering existing pattern of garment to fit customer.
	4913	measuring and cutting covering material for furniture using measuring tape and scissors or shears.
	4919	measuring and marking off area with layout.
	7409	measuring product dimensions with special instruments.
	7411	weighing and measuring chemical and other ingredients prior to operation.
	7413	measuring with special instruments to ensure that product is of specified dimensions.
	7417	measuring samples with special instruments to check conformity to specifications.
	7419	measuring and adding ingredients. measuring samples with special instruments to check conformity to specifications.
	7423	examining final products, measuring dimensions with special instruments.
	7431	transferring liquid stock, weighing, measuring and adding ingredients prior to operation.
	8105	packing containers or bags with product, counting, weighing or measuring amount and adjusting quantity.
	8109	measuring quality, quantity and weight of products.
	8923	testing the functioning of units or parts or inspecting and measuring to determine amount of wear.
MILKING	1401	organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
MILLING	7411	operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients.
MINDING	6607	minding children and attending to their needs.
MIXING	3903	positioning microphones, recording sounds or operating equipment to mix and regulate the quality and volume of sound from several sources.
	4407	mixing plaster to desired consistency, applying and smoothing coats of plaster using a trowel and creating decorative textures in finish coats.
	4505	selecting, matching and mixing coloured inks and regulating paper and ink supply during print run.
	4605	VEHICLE PAINTERS prepare vehicle surfaces, mix paint colours and spray paint vehicles. They may supervise, or receive training in, occupations in this unit group. selecting or mixing paint shade to match existing vehicle colour.
	4703	weighing and mixing ingredients. mixing, kneading, cutting, moulding and shaping dough by hand.
	6503	pouring and mixing cocktails and other drinks.

KEYWORD	CODE	TASK
MIXING (cont.)	7407	PLASTICS PRODUCTION MACHINE OPERATORS operate machines which manufacture and finish a variety of plastic products by extruding, moulding, mixing, drawing, embossing, laminating and other processes. They may supervise occupations in this unit group. loading materials, items or ingredients for mixing into machine or feeding mechanism.
	7411	operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients.
	7419	CLAY AND STONE PROCESSING MACHINE OPERATORS operate machines which manufacture and finish a variety of clay and stone products by extruding, moulding, mixing, grinding, cutting and other processes. They may supervise occupations in this unit group.
	7423	mixing and adding dyes or chemicals.
	8415	mixing drilling mud, ore treating and well servicing chemicals.
MODELLING	2801	PAINTERS, SCULPTORS AND RELATED PROFESSIONALS create visual forms using painting, drawing, printing, electronic or other media, and three dimensional forms by carving, modelling or constructing in order to communicate an impression or idea.
MODIFYING	2211	developing or modifying electrical components, equipment and appliances, overseeing construction of prototype circuits.
	2219	OTHER ENGINEERS design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment. They may supervise engineering associates and technicians.
	2707	designing and modifying operating environment software to link with other software or with hardware.
	2815	arranging musical compositions by selecting combinations of instruments and voices and by modifying harmonic structures, rhythms, tempos and music dynamics.
	2905	identifying needs and planning, developing or modifying programmes within the education system.
	2911	reviewing, evaluating and modifying services in response to community and user needs.
	4101	testing and modifying manufactured article.
MONITORING	4303	fabricating or modifying metal parts and assembling components using lathes, drilling machines, hand tools and welding equipment.
	1303	directing staff activities and monitoring their performance. monitoring customer service, invoicing, payments and administration costs. directing research work and monitoring sales and marketing activity to produce reports and recommendations.
	1305	directing staff activities and monitoring their efficiency. monitoring production and production costs and controlling the preparation of production records and reports.
	1307	directing and monitoring activities of supply and distribution staff.
	1309	directing and monitoring activities of staff in personnel and industrial relations areas.

KEYWORD	CODE	TASK
MONITORING (cont.)	1311	controlling the selection and training of programmers and operators and monitoring their performance. monitoring overall operations of electronic data processing to develop improvements to the systems.
	1315	monitoring and controlling expenditure on staff, supplies, equipment and services. monitoring selection and performance of nursing staff.
	1319	directing and monitoring the activities of junior officers and other staff and maintaining discipline. directing and monitoring record keeping systems and preparation of reports.
	1503	purchasing or controlling the purchase of food supplies and monitoring quality at all stages of preparation and presentation.
	2201	monitoring construction to ensure compliance with specifications.
	2203	QUANTITY SURVEYORS prepare and monitor cost estimates and bills of quantities for construction projects. monitoring changes of design and assessing effects on cost.
	2213	overseeing construction and establishing work control systems to promote and monitor operational efficiency, safety, cost-effectiveness, quality and environmental protection.
	2303	administering anaesthetic and monitoring patients throughout surgical procedures and post-operative periods.
	2309	monitoring and recording patients' activities, responses and progress.
	2313	monitoring and recording patients' responses and progress.
	3103	studying chemical and physical problems and developing solutions, controlling experimental procedures, testing samples and monitoring usage for quality and quantity control of laboratory supplies.
	3301	monitoring information from instruments and other sources to maintain course and flight
	3303	monitoring the performance of aircraft engines, mechanical and fuel systems.
	3307	establishing, and monitoring the implementation of standards for the safe handling, stowage and carriage of bulk cargoes.
	3401	monitoring patient's condition, reactions to medication and other treatment, and progress of childbirth.
	3901	monitoring and reporting on the progress of parolees
	3903	operating console to monitor and control radio and television broadcasts.
	4301	ELECTRICAL POWERLINE TRADESPERSONS install, repair, maintain and monitor overhead and underground electric power distribution networks. They may supervise, or receive training in, occupations in this unit group.
	4505	monitoring machine operation and printing quality
	4703	monitoring baking times, temperatures and appearance of products.
	7107	monitoring indicator gauges of engine throughout the journey.

KEYWORD	CODE	TASK
MONITORING (cont.)	7201	monitoring operation of equipment and ensuring safety of other workers particularly within mines or on mining sites.
	7301	observing instruments and switchboard to monitor the operation of generator and turbine, and the transmission of electricity.
	7307	setting and monitoring operating controls on equipment.
	7309	monitoring equipment visually, through gauges and instruments, or through computerised equipment.
	7313	monitoring operation of hoist, winch or lift and instruments to detect malfunctions and problems.
	7403	monitoring operation, removing processed items, lubricating dies and reloading machine.
	7405	monitoring operations such as bending, dressing/grinding, galvanising, stretching, spring production or spray-coating.
	7407	monitoring operation, and regulating material supply or adding chemicals and colourants to mixture.
	7409	threading hose, cord or wire into knitting machine and monitoring operation to ensure uniform tension.
		monitoring operation and controlling curing process.
	7411	operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients.
	7413	monitoring operation, resetting guides, replacing defective timber for re-processing, cleaning glue from press plate, clearing blockages in hoppers or other feeding mechanisms, replacing saw blades or selecting different blades.
	7415	monitoring operation, smoothing wrinkles, observing flow of white water and pulp stock, and replenishing stock.
	7417	monitoring operations, spraying and swabbing moulds.
	7421	monitoring operation, observing effectiveness of chemical washing and other treatments.
	7425	starting machine and monitoring operation to detect faults.
	7429	monitoring operation, guiding parts under cutter or needle manually or using controls.
MOPPING	8301	stripping old wax, rewaxing, polishing, sweeping, mopping, and scrubbing floors.
MOULDING	1101	assisting in the moulding of government policy and in formulating, amending and repealing legislation.
	4703	mixing, kneading, cutting, moulding and shaping dough by hand.
		operating machines which roll and mould dough or cut biscuits.
	7407	PLASTICS PRODUCTION MACHINE OPERATORS operate machines which manufacture and finish a variety of plastic products by extruding, moulding, mixing, drawing, embossing, laminating and other processes. They may supervise occupations in this unit group.
	7411	operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients.

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KEYWORD	CODE	TASK
MOULDING (cont.)	7419	CLAY AND STONE PROCESSING MACHINE OPERATORS operate machines which manufacture and finish a variety of clay and stone products by extruding, moulding, mixing, grinding, cutting and other processes. They may supervise occupations in this unit group.
MOUNTING	6605	pouring, tracing and mounting plaster models for dental impressions. taking X-rays, processing and mounting X-ray films.
	7425	mounting spools, reels, rolls or bobbins prior to operation.
	7435	mounting transparencies in frames.
MOVING	7201	EXCAVATING AND EARTHMOVING PLANT OPERATORS operate machinery used to excavate soil, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris and level, smooth and compact surfaces, in construction, mining, forestry and other projects. They may supervise occupations in this unit group.
	7203	FORKLIFT AND RELATED DRIVERS operate motorised trucks equipped with either hydraulic fork lift or platform, or elevated frame with ladders, to move crates, palletised goods, cartons, bales, timber, shipping containers and other heavy, large or unwieldy loads. operating controls to move ladders to grasp load, raise it and drive to delivery point.
	7309	BULK MATERIALS HANDLING PLANT OPERATORS operate equipment to load, unload, move or store bulk materials. They may supervise occupations in this unit group. operating equipment to stockpile bulk materials, move bulk materials, liquids and fluidised solids, load and unload bulk materials from railway cars and ships.
	7311	CRANE OPERATORS operate stationary or mobile cranes to lift, move and lower objects. They may supervise occupations in this unit group. operating controls to rotate crane, move crane on fixed rails, raise and lower boom, and raise and lower hook. communicating with rigger to position hook and to raise, move and place loads.
	7313	HOIST, WINCH AND LIFT OPERATORS operate hoists, winches or lifts to move materials, equipment or people. They may supervise occupations in this unit group.
	7317	moving drilling rig and equipment from site to site.
	8205	loading, unloading and moving gardening supplies and equipment.
	8909	unloading goods and moving to appropriate location. moving goods using manually operated equipment such as pallet lifters and hand trucks.
MOWING	4803	mowing, rolling and levelling turf using hand or power driven equipment.
	4805	mowing lawns using hand or power driven mowers.
	8205	watering, weeding and mowing gardens.

KEYWORD	CODE	TASK
NAILING	4201	nailing horseshoe to hoof and trimming hoof flush with shoe using rasp.
	4411	nailing or stapling roof underlay to roof.
	8401	preparing site for insulation or installation of fittings by nailing up furring, drilling holes for screws and bolts, digging trenches and post holes, and erecting scaffolding. nailing or stapling batt-type insulation to joists, studs or furring; gluing blocks and slabs of foamed plastic or cork to walls; operating equipment to blow or spray fibre fill or foam insulation material into cavities.
NAVIGATING	3305	SHIP'S PILOTS AND DECK OFFICERS control and navigate, or provide specialised service to, vessels used in water transport, and command crew. They may receive training in occupations in this unit group.
NEGOTIATING	1307	negotiating purchase contracts with suppliers, checking quality and cost of purchased goods and negotiating with suppliers concerning defects.
	2605	LAWYERS advise clients on legal matters, draw up documents, draft legislation, and negotiate, prepare and conduct court cases on behalf of individuals, corporations or Government.
	6101	negotiating purchase terms between borrowers and lenders.
	6201	quoting and negotiating prices and credit terms, preparing contracts and recording orders.
	6501	appraising items for sale, offering price and negotiating contract for collection.
NOTIFYING	5503	arranging distribution and despatch of goods received and notifying authorities or addressees of despatch. notifying addressees of shipment details and clearance requirements and authorising collection of cargo from the dock.
	5905	interviewing applicants, recording details and notifying applicants of interview results.
	6507	notifying clients of luggage limits and medical, passport, visa and currency requirements.
	7427	notifying repair mechanic of machine malfunctions.
	8913	purchasing cleaning supplies, replacing light bulbs, notifying owner of need for major repairs.
NOTING	5901	recording amounts collected, noting requirement for further action.
	8411	calling out or noting survey readings.
NURTURING	4801	NURSERYMEN/WOMEN propagate and nurture trees, shrubs, ornamental and flowering plants in a plant nursery. They may supervise, or receive training in, occupations in this unit group.

KEYWORD

CODE TASK

OBSERVING	2107	observing the structure of communities of organisms in the laboratory and natural environment to predict the effect of human influences.
	2315	administering tests and observing patients to determine nature and extent of disorders.
	2401	observing children to evaluate progress and to detect signs of ill health, emotional disturbance or other disabilities.
	2907	observing, collecting and measuring data related to area of geographical specialisation.
	3501	observing traffic and issuing traffic infringement notices.
	4313	observing reception to determine nature of malfunction.
	7107	observing gauges, indications and signals prior to commencement of journey. observing signal directions and track.
	7207	driving machine along specified path observing distribution of paving material and operating controls to maintain specified paving thickness.
	7301	observing instruments and switchboard to monitor the operation of generator and turbine, and the transmission of electricity.
	7303	observing instrument readings to ensure efficient operation of engines and machinery and to detect malfunctions.
	7401	operating equipment to release ladle stopper to pour molten metal into moulds, observing level and operating stopper lever when mould is full.
	7415	monitoring operation, smoothing wrinkles, observing flow of white water and pulp stock, and replenishing stock.
	7421	monitoring operation, observing effectiveness of chemical washing and other treatments.
OBTAINING	2703	commissioning or obtaining photographs or other illustrative material.
	3913	consulting catalogues to obtain prices and specifications.
	4501	processing output from computerised system to obtain image on bromide or film.
	6101	obtaining information on securities, market conditions, government regulations and financial circumstances of clients.
	7105	verifying loading documents at pick up point, obtaining certification of delivery and checking condition of goods.
OFFERING	8105	obtaining supply of prepared meat, fruit, vegetables or other products.
	2505	assessing students and offering advice, criticism and encouragement.
	6501	appraising items for sale, offering price and negotiating contract for collection.
OFFICIATING	3915	SPORTSPERSONS AND RELATED WORKERS compete in sporting activities for monetary gain, train sporting competitors and officiate at sporting events. They may receive training in occupations in this unit group.
OPENING	4213	installing security systems, changing tumblers in locks, changing locks, cutting keys and opening locks by manipulation.
	7101	opening and shutting doors to allow passengers to board or alight at stops.

KEYWORD	CODE	TASK
OPENING (cont.)	7301	opening and closing power switches to control the distribution of electricity over feeder circuits between generating station and sub-stations and to transfer load between circuits.
OPERATING	2303	operating on patients using specialised surgical procedures.
	2321	RADIOGRAPHERS operate radiation producing and monitoring equipment for diagnostic, monitoring or treatment purposes, under the direction of a radiologist or other medical practitioner. operating X-ray machines, radiation scanners and fluoroscopes.
	2803	PHOTOGRAPHERS operate still cameras to take photographs of persons, places, merchandise and other subjects.
	3101	operating equipment used in diagnosing disorders of hearing, heart, kidneys, nervous system or in anaesthesia.
	3307	MARINE ENGINEERS AND SURVEYORS operate and maintain ship machinery and inspect vessels, machinery and hulls to establish and implement safety standards and procedures. They may receive training in occupations in this unit group. operating, testing and repairing main propulsion engine, auxiliary machines and domestic systems.
	3903	operating motion picture or television cameras to record events or scenes on film or video tape or for direct telecast. positioning microphones, recording sounds or operating equipment to mix and regulate the quality and volume of sound from several sources. operating console to monitor and control radio and television broadcasts. selecting, positioning and operating lighting equipment to illuminate set or studio during stage performance, television broadcast or motion picture scenes.
	4103	METAL FITTERS AND MACHINISTS set up machining tools, production machines and textile machines, operate machining tools and machines to shape metal stock and castings, and fit and assemble the fabricated metal parts into products. They may supervise, or receive training in, occupations in this unit group.
	4301	operating cranes and lifting devices.
	4501	setting up and operating keyboard controlled type-casting machines.
	4503	operating photographic equipment to reproduce camera-ready copy onto film, plate or cylinder.
	4505	PRINTING MACHINISTS set up and operate letterpress, lithographic, flexographic, gravure, newspaper, small offset or screen printing presses. They may supervise, or receive training in, occupations in this unit group.
	4507	operating machines to bind and finish books and other printed products.
	4511	operating a camera, preparing and exposing fine and coarse screen, half tone and line, wet and/or dry plate or film negatives and positives.
	4601	diagnosing faults by listening to engine or operating specialised testing equipment.
	4701	operating mincer (grinder), mixer, patty-forming or sausage-forming machinery.

KEYWORD	CODE	TASK
OPERATING (cont.)	4703	BAKERS AND PASTRYCOOKS prepare and bake buns, cakes, bread loaves and rolls, and operate forming machines to make biscuits. They may supervise, or receive training in, occupations in this unit group. operating machines which roll and mould dough or cut biscuits.
	4803	installing, maintaining and operating irrigation and drainage systems.
	4901	WOOD MACHINISTS AND TURNERS set up and operate woodworking machines and wood turning lathes to shape wood stock. They may supervise, or receive training in, occupations in this unit group. operating machine to cut, plane, shape and sand workpiece.
	4923	cleaning stone, securing in jig, operating lathe, grinding wheel or rotating disc to shape and smooth surface and cut facets.
	5103	operating dictation equipment and typing recorded material heard through ear-phones.
	5105	operating associated printer.
	5201	DATA PROCESSING MACHINE OPERATORS operate electronic equipment for data entry, processing and transmission. They may supervise occupations in this unit group.
	5603	TELEPHONISTS operate public and private telephone switchboards to assist callers in establishing telephone connections and to relay incoming, outgoing and inter-office calls. They may supervise occupations in this unit group. operating switchboard to connect and disconnect telephone calls.
	6301	operating cash register and accepting payment, or preparing invoices or contracts.
	6401	operating computerised cash register or terminal.
	6403	operating a cash register.
	6503	operating a cash register.
	7101	BUS AND TRAM DRIVERS operate motor powered buses or electric powered tram cars to transport passengers over established or special routes. operating vehicle by manipulating levers and pedals to control power and brakes.
	7201	EXCAVATING AND EARTHMOVING PLANT OPERATORS operate machinery used to excavate soil, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris and level, smooth and compact surfaces, in construction, mining, forestry and other projects. They may supervise occupations in this unit group. operating plant and selecting and operating attachments (winch, tree faller, loading scoop, bucket, bucket chain or wheel, drill, rock breaking hammers, and blades with or without teeth).
	7203	FORKLIFT AND RELATED DRIVERS operate motorised trucks equipped with either hydraulic fork lift or platform, or elevated frame with levers, to move crates, palletised goods, cartons, bales, timber, shipping containers and other heavy, large or unwieldy loads. operating controls of fork lift to align truck and raise or lower fork to stack or unstack articles. operating controls to move levers to grasp load, raise it and drive to delivery point.

KEYWORD	CODE	TASK
OPERATING (cont.)	7205	<p>LOGGING PLANT OPERATORS operate machines to fell trees, cut them into logs, and load or transport logs onto trucks.</p> <p>operating machinery to hold, sever and lift trees.</p> <p>operating attachments to lift, swing, release or sort trees or logs for size.</p>
	7207	<p>PAVING AND SURFACING PLANT OPERATORS operate machines to spread and level hot bituminous paving materials or lay concrete on highways, streets and parking areas. They may supervise occupations in this unit group.</p> <p>driving machine along specified path observing distribution of paving material and operating controls to maintain specified paving thickness.</p> <p>operating controls to advance spreader.</p> <p>operating road roller to smooth and compact surface.</p>
	7209	<p>AGRICULTURAL PLANT OPERATORS operate tractor-drawn or self-propelled machinery to clear and cultivate land, sow and harvest plants in an agricultural or amenity horticultural operation.</p> <p>operating tractor-drawn or self-propelled machinery to plough land, fertilise, plant, cultivate, spray or harvest crops.</p>
	7211	<p>operating pumps and spraying water, foam or chemicals from hose or extinguisher to put out fires or to disperse or neutralise dangerous substances.</p>
	7301	<p>POWER GENERATION PLANT OPERATORS operate equipment for the generation, distribution and transmission of electric power. They may supervise occupations in this unit group.</p>
	7303	<p>ENGINE AND BOILER OPERATORS (EXCEPT POWER GENERATION) operate various types of stationary engines (including marine engines) and associated mechanical equipment.</p>
	7305	<p>CHEMICAL PLANT OPERATORS operate equipment used in the production of chemicals. They may supervise occupations in this unit group.</p> <p>setting controls and operating machinery to initiate and regulate chemical processes.</p>
	7307	<p>PETROLEUM AND GAS PLANT OPERATORS operate equipment to process oil and gas, to distribute refined products, to pump treatment agents into well holes and to test well pipes. They may supervise occupations in this unit group.</p> <p>transferring oil and gas from well to refinery, within the refinery and from the refinery to the terminal by operating pumping equipment.</p> <p>operating processing equipment to refine natural gas, manufacture refined petroleum products, and blend petroleum base stocks.</p>
	7309	<p>BULK MATERIALS HANDLING PLANT OPERATORS operate equipment to load, unload, move or store bulk materials. They may supervise occupations in this unit group.</p> <p>operating equipment to stockpile bulk materials, move bulk materials, liquids and fluidised solids, load and unload bulk materials from railway cars and ships.</p>
	7311	<p>CRANE OPERATORS operate stationary or mobile cranes to lift, move and lower objects. They may supervise occupations in this unit group.</p>

KEYWORD	CODE	TASK
OPERATING (cont.)	7311	operating controls to rotate crane, move crane on fixed rails, raise and lower boom, and raise and lower hook.
	7313	HOIST, WINCH AND LIFT OPERATORS operate hoists, winches or lifts to move materials, equipment or people. They may supervise occupations in this unit group. operating controls to raise or lower hoist or lift containing materials, equipment or people. operating winch to raise, lower or wind in object.
	7315	FURNACE AND KILN OPERATORS operate furnaces, quenching plants, kilns or ovens to smelt, refine or treat metals, fire ceramics, dry and season wood products and timber, or burn waste. They may supervise occupations in this unit group. operating cooling and quenching equipment to treat metal.
	7317	DRILLING PLANT OPERATORS operate drilling rigs and related equipment to bore wells, shot holes and pilot holes. They may supervise occupations in this unit group. operating drilling rig, starting and stopping drill and changing drill bits.
	7401	BASIC METAL PRODUCTS MACHINE OPERATORS operate machines which produce a variety of basic metal products such as coils, moulds or cores for casting, wire and rods. They may supervise occupations in this unit group. (Metal press operators are excluded from this unit group.) operating equipment to release ladle stopper to pour molten metal into moulds, observing level and operating stopper lever when mould is full. operating controls to regulate temperature, pressure, speed or flow of operation.
	7403	METAL PRESS OPERATORS operate machinery to shape and form metal stock and components or form products such as rods, bars, seamless tubing and structural shapes. operating controls which activate stamping or pressing mechanism or hydraulic ram which forces metal through dies. operating controls to regulate temperature, pressure and speed of operation.
	7405	OTHER METAL PRODUCTS MACHINE OPERATORS operate machines which produce and finish metal products other than those covered elsewhere in minor group 74, Machine Operators.
	7407	PLASTICS PRODUCTION MACHINE OPERATORS operate machines which manufacture and finish a variety of plastic products by extruding, moulding, mixing, drawing, embossing, laminating and other processes. They may supervise occupations in this unit group. operating controls which activate hydraulic ram to emboss, laminate or draw sheet through die. operating mixing or pouring machinery. operating controls to regulate temperature, pressure, speed and flow of operation.
	7409	RUBBER PRODUCTION MACHINE OPERATORS operate machines and perform ancillary tasks to manufacture rubber products such as tyres and reinforced hose. They may supervise occupations in this unit group. operating controls to regulate temperature, pressure and speed of grinding or production.

KEYWORD

CODE TASK

OPERATING (cont.)

7411 CHEMICAL PRODUCTION MACHINE OPERATORS operate a variety of machinery and equipment to produce pharmaceuticals, toiletries, explosives and other chemical products. They may supervise occupations in this unit group.

operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients.

operating controls to regulate temperature, pressure, flow and speed of operation.

7413 WOOD PROCESSING MACHINE OPERATORS operate a variety of sawing and other machines to make logs or cut them into poles or timber pieces; and operate machinery such as rollers and presses to make plywood, particleboard, solid laminate or similar timber products. They may supervise occupations in this unit group.

operating controls to regulate temperature, pressure, and speed of operation.

7415 PAPER AND PAPER PRODUCTS MACHINE OPERATORS operate wet and dry end papermaking machines and construct forms for use in cutting and creasing paperboard. They may supervise occupations in this unit group.

operating controls to regulate temperature, flow, pressure and speed of operation.

7417 GLASS PRODUCTION MACHINE OPERATORS set up and operate machines which make and process glass to form bottles, jars, drinking glasses and other such products. They may supervise occupations in this unit group.

operating controls to control annealing time of formed glassware.

7419 CLAY AND STONE PROCESSING MACHINE OPERATORS operate machines which manufacture and finish a variety of clay and stone products by extruding, moulding, mixing, grinding, cutting and other processes. They may supervise occupations in this unit group.

operating controls to regulate temperature, pressure, flow and speed of operation.

7421 YARN PRODUCTION MACHINE OPERATORS operate machines which clean, compress and bale cotton and wool, and card and spin yarn. They may supervise occupations in this unit group.

setting and operating controls to regulate speed, flow, air suction and/or temperature of operation.

7423 HIDE AND SKIN PROCESSING MACHINE OPERATORS operate a variety of wet or dry area tanning, fellingmongering or leather finishing machines. They may supervise occupations in this unit group.

operating controls to regulate processing time, temperature and conditions of operation.

7425 FABRIC PRODUCTION MACHINE OPERATORS operate machines which prepare yarn and textile fibres for fabric production, weave and knit fabric, garments, carpets and rugs, finish and repair textile products. They may supervise occupations in this unit group.

operating controls to regulate temperature, pressure, flow and treatment times for bleaching, dyeing, mercerising, shrinking, waterproofing, napping and texturing operations.

7427 TEXTILE SEWING MACHINISTS operate a variety of industrial sewing machines to sew and finish garments, curtains and soft furnishings. They may supervise occupations in this unit group.

7429 SHOEMAKING MACHINE OPERATORS operate a variety of machines to fabricate footwear.

KEYWORD	CODE	TASK
OPERATING (cont.)	7429	operating controls.
	7431	FOOD PROCESSING MACHINE OPERATORS operate machines which process a variety of foods and beverages in a multiplicity of ways. They may supervise occupations in this unit group. operating controls to regulate temperature, pressure, flow and treatment time.
	7433	PACKAGING MACHINE OPERATORS operate machines which fill, and seal various containers. They may supervise occupations in this unit group. holding container in machine and operating controls to fill, seal and label. operating controls to regulate rate of supply, flow and temperature of glue for cartons and temperature of continuous cooker for canning.
	7435	PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS operate machines which cut and package photographic film and paper, develop film or print photographs. They may supervise occupations in this unit group.
	8107	INDUSTRIAL SPRAY PAINTERS operate spray painting equipment to apply coatings to manufactured items.
	8203	operating manual or machine saws to fell trees
	8301	operating industrial vacuum cleaner to remove scrap, dirt and debris from floors work areas and machinery.
	8401	nailing or stapling batt-type insulation to joists, studs or furring; gluing blocks and slabs of foamed plastic or cork to walls; operating equipment to blow or spray fibre fill or foam insulation material into cavities.
	8403	operating trowelling machine to float, trowel and polish large surface areas of concrete.
	8409	operating tank-truck distributor or hose to spray tar, road oils and emulsions on graded surface prior to paving.
	8905	operating compacting equipment in garbage trucks.
	8907	operating various types of machinery to lift, place and remove items on high levels. operating specialised equipment such as manually or electronically guided order pickers and checking items off picking list.
	8917	operating pressing machines.
OPTIMISING	2207	evaluating merits of batch and continuous flow operations and optimising process conditions
ORCHESTRATING	2815	MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS write, arrange, orchestrate, perform and conduct musical compositions.
ORDERING	1601	ordering products from manufacturers, importers or overseas suppliers for sale to other establishments for resale or use in those establishments.
	2301	examining patients and ordering laboratory tests, X-rays and other diagnostic procedures.
	2317	examining patient, ordering or performing X-rays and pathological tests.
	4805	estimating and ordering landscaping materials.
	5903	ordering stocks and replenishing standard items.

KEYWORD	CODE	TASK
ORGANISING	1201	GENERAL MANAGERS develop and review company policy and organise and direct the major functions of an industrial, commercial, governmental or other establishment through subordinate executives.
	1401	organising and conducting farming operations particular to the type of farm, such as milking, shearing, collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	1501	SHOP MANAGERS plan and organise the operations of a retail trading establishment.
	1503	RESTAURANT AND CATERING MANAGING SUPERVISORS plan and organise the provision of meals and beverages in restaurants (including cafeterias, canteens, bistros and clubs), and at public or private functions, mainly for consumption on the premises.
	1505	ACCOMMODATION AND TAVERN MANAGING SUPERVISORS plan and organise the operation of hotel, motel, lodging facilities and grounds at caravan and tourist parks, recreational camp sites and other accommodation establishments.
	1507	FINANCIAL INSTITUTION BRANCH MANAGERS plan and organise the day-to-day financial activities of a branch office of a Bank, Credit Union, Building Society or other financial institution.
		organising staffing to ensure availability during peak periods, after hours or for priority work.
	2703	PUBLIC RELATIONS OFFICERS plan, organise and conduct programmes of information dissemination to promote a favourable view of an organisation, product or services among the public.
		organising exhibitions, seminars, entertainment, competitions and social functions to promote good-will and give favourable publicity.
	2705	PERSONNEL SPECIALISTS plan, develop, implement and evaluate staff development, training and recruitment programmes and organise staffing in commercial, industrial, government or other organisations.
	2907	organising, authenticating, evaluating and interpreting historical, political, sociological, anthropological and linguistic data.
	2909	planning and organising surveys and designing questionnaires.
	2911	LIBRARIANS develop, organise and maintain a collection of written and recorded material and provide an information service for users based on the collection itself and on library and information networks.
		organising, classifying and cataloguing library material.
	3203	estimating materials costs, organising maintenance and repairs.
	3303	initiating and organising emergency, search and rescue services and procedures.
	5905	organising advertising, interviewing and staff selection.
	6507	TRAVEL AGENTS plan and organise travel and accommodation arrangements for clients.
	6601	organising accommodation in refuge.
	7211	organising operations of a fire brigade.

KEYWORD

CODE TASK

OVERSEEING

- 2207 CHEMICAL ENGINEERS conduct applied research to develop and improve commercial-scale chemical products or processes, and design and prepare specifications for commercial-scale chemical plants and control systems. They oversee industrial processing and fabrication operations involving products undergoing physical and chemical changes. They may supervise engineering associates and technical officers.
- overseeing operation and maintenance of equipment to achieve maximum efficiency under safe operating conditions.
- 2211 preparing and evaluating designs and specifications and overseeing manufacture, installation and operation of equipment and systems, ensuring compliance with specifications and contractual arrangements.
- developing or modifying electrical components, equipment and appliances, overseeing construction of prototype circuits.
- 2213 MECHANICAL ENGINEERS design and develop machines, mechanisms, mechanical plant and systems and oversee their assembly, erection and operation. They conduct research into materials, mechanisms, machines and processes to solve practical engineering problems. They may supervise engineering associates and technicians.
- overseeing construction and establishing work control systems to promote and monitor operational efficiency, safety, cost-effectiveness, quality and environmental protection.
- 2217 designing and developing techniques for moulding, casting, shaping and joining diverse materials and overseeing experimental production.
- 2219 OTHER ENGINEERS design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment. They may supervise engineering associates and technicians.
- determining layout and overseeing construction of irrigation, drainage, flood and water control systems, farm buildings, crop processing plant and processing systems for animal products.
- overseeing construction, assembly and installation of equipment
- 2809 editing, or supervising editing of, material for coherence of style and grammar, and overseeing preparation of manuscript for publication.
- 3103 analysing fabrics, selecting and developing dyestuffs, preparing specifications and overseeing production in textile plants.

KEYWORD	CODE	TASK
PACKAGING	1401	organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	4301	selecting and packaging plants for presentation and delivery.
	6301	packaging merchandise for customer.
	7435	PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS operate machines which cut and package photographic film and paper, develop film or print photographs. They may supervise occupations in this unit group.
	8201	grading, packaging and preparing produce for transport to markets.
	8205	harvesting and packaging plants for sale or transport.
	8907	packaging and despatching outgoing goods.
	8917	LAUNDRY WORKERS load and tend washing and drying machines, unload machines and mark, press, fold, stack and package laundry. They may supervise occupations in this unit group.
		packaging articles for delivery.
PACKING	4207	filling box with sand and packing sand in place using hand ramming tools or pneumatic hammers.
	7401	packing sand around pattern contours prior to operation of machine which consolidates sand to form mould.
	8105	packing containers or bags with product, counting, weighing or measuring amount and adjusting quantity.
	8909	FREIGHT AND FURNITURE HANDLERS unpack, store, pack and despatch goods coming into or out of warehouses, pack furniture and household goods for freight, load and unload goods into and from freight trucks, containers, rail cars or aircraft. They may supervise occupations in this unit group.
		packing items into cartons and crates.
PADDING	4913	encasing bed spring unit and padding with selected covering material using staple gun or closing machine.
PAINTING	2801	PAINTERS, SCULPTORS AND RELATED PROFESSIONALS create visual forms using painting, drawing, printing, electronic or other media, and three dimensional forms by carving, modelling or constructing in order to communicate an impression or idea.
		painting and drawing or sculpting stone, wood, clay, wax or other material into desired shape, using techniques to harmonise relationships of line, colour, design and mass into a unified artistic arrangement.
	4405	PAINTERS, DECORATORS AND SIGNWRITERS apply paint, varnish and other finishes to walls and ceilings, or cover them with paper, vinyl or fabrics, to protect and decorate surfaces of domestic, commercial and industrial buildings; or design and paint signs for displays, buildings and other structures. They may supervise, or receive training in, occupations in this unit group.
	8925	washing and painting decks, ship's sides and superstructure.
PARTICIPATING	1505	planning, directing and participating personally in the operations of the establishment.

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KEYWORD	CODE	TASK
PARTICIPATING (cont.)	2401	participating in parent/staff committees.
	2405	participating in staff meetings, educational conferences, workshops and parent/teacher meetings.
	2501	participating in course development and in meetings on departmental, budgetary, curriculum and policy matters.
	2503	participating in staff meetings, educational and trade related conferences and course development.
	2607	participating in the social and welfare activities of a community and encouraging social responsibility.
	6301	checking stock and participating in stock takes.
	6601	planning, conducting and participating in programmes of games and activities to encourage social, emotional, physical and intellectual development in children.
PATROLLING	3501	POLICE investigate crimes, arrest offenders, patrol public areas, attend at the scene of accidents and perform other duties of law enforcement and maintenance of public order. They may supervise occupations in this unit group. patrolling an assigned area on foot or in a radio controlled vehicle to check security.
	3911	inspecting locks, window bars, grills, doors and gates and patrolling assigned areas to prevent escapes and disturbances.
	8911	patrolling areas and guarding property.
	8913	patrolling premises to ensure security.
PAYING	6401	TELLERS receive and pay out money in financial and commercial institutions. They may supervise occupations in this unit group. paying out money from customers' accounts.
	6405	TICKET SALESPERSONS collect fares, sell tickets and make reservations for travel, sporting or entertainment venues, or accept wagers and pay out minor winnings in lottery offices or betting shops. paying out winning bets and minor lottery winnings.
PERFORMING	1319	performing ceremonial and public duties.
	1401	FARMERS AND FARM MANAGERS supervise and perform farming operations to raise livestock and cultivate field crops, market produce and other agricultural products.
	2109	performing autopsies to determine the nature and extent of disease or injury or the cause of death. studying characteristics of blood cells related to various physiological and pathological conditions, and performing blood tests.
	2303	taking blood and tissue samples, examining tissue, performing microscopic examination of bacterial cultures, using X-ray and other such imaging methods for diagnostic purposes.
	2305	designing, constructing and fitting complete and partial dentures, orthodontic and other appliances and performing bridge work.

KEYWORD	CODE	TASK
PERFORMING (cont.)	2305	performing specialist examinations and tests and undertaking or arranging appropriate treatment in a specialist area.
	2317	examining patient, ordering or performing X-rays and pathological tests.
	2319	PODIATRISTS diagnose and treat ailments and abnormal conditions of the foot and perform minor surgery. performing minor surgery to remove or ameliorate abnormal conditions.
	2323	performing laboratory tests and X-ray examinations. performing surgery on animals and performing obstetric services. performing autopsies on animals.
	2607	performing marriage, funeral and special memorial services.
	2813	DANCERS AND CHOREOGRAPHERS create and perform dances and instruct dancers in the interpretation and performance of dances. performing classical, modern or acrobatic dances for audience.
	2815	MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS write, arrange, orchestrate, perform and conduct musical compositions.
	2817	ACTORS AND RELATED PROFESSIONALS play roles in dramatic productions, and perform humorous routines and variety acts, on stage, film, radio, television or elsewhere to entertain audiences. telling jokes or humorous stories, singing humorous songs, performing comedy dances and acts to amuse audience. performing a variety of acts, dances, songs, impersonations, mimes, ventriloquism, acrobatics, juggling or magical tricks to entertain audiences.
	2909	developing and performing computations and applying methods of numerical analysis.
	3101	MEDICAL TECHNICAL OFFICERS AND TECHNICIANS perform routine laboratory tests and procedures ranging in complexity, in support of medical professionals engaged in diagnosis and treatment of disease, and assist dentists in the examining and treating of teeth, mainly among pre-school and primary school children. Technical officers may supervise technicians and other laboratory workers. performing urine analyses and standard body fluid tests. performing more complex blood, urine, electrocardiograph and basal metabolism tests. performing oral examinations. preparing cavities of teeth for restoration with amalgam cement or plastic materials, performing forceps extractions.
	3103	SCIENCE TECHNICAL OFFICERS AND TECHNICIANS perform technical support functions ranging in complexity to assist with research, design, development, production, quality and process control in chemistry, earth sciences, physical sciences, textile production, life sciences and agriculture. performing tests, experiments and analyses, preparing, plotting and graphing data, performing routine mathematical calculations, and computations of measurements.

KEYWORD	CODE	TASK
PERFORMING (cont.)	3201	<p>ELECTRICAL AND ELECTRONIC ENGINEERING ASSOCIATES AND TECHNICIANS perform technical support functions ranging in complexity to assist engineers in research, design, manufacture, assembly, construction, operation and maintenance of electrical and electronic equipment, facilities and distribution systems. Associates may supervise technicians in this unit group.</p> <p>performing tests, graphing results, preparing charts and tabulations.</p>
	3203	<p>CIVIL ENGINEERING ASSOCIATES AND TECHNICIANS perform technical support functions ranging in complexity to assist Civil Engineers in research, design, construction, operations and maintenance. Associates may supervise technicians in this unit group.</p> <p>performing and/or directing field and laboratory tests of soils and construction materials.</p> <p>collecting and analysing data, performing complex computations.</p>
	3205	<p>MECHANICAL ENGINEERING ASSOCIATES AND TECHNICIANS perform technical support functions ranging in complexity to assist in mechanical engineering research and in the design, manufacture, construction, operation and maintenance of machines, manufacturing equipment, mechanical installations and facilities. Associates may supervise technicians in this unit group.</p> <p>performing and/or directing field or laboratory tests.</p> <p>collecting and analysing data, performing complex computations.</p>
	3207	<p>BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATES AND TECHNICIANS perform technical support functions to assist builders, architects and surveyors in time, cost and resource estimation, data evaluation, design mapping construction, site supervision and inspection.</p> <p>performing routine computations and plotting preliminary data.</p>
	3303	<p>AIR TRANSPORT OPERATING SUPPORT WORKERS perform a variety of functions to enable the safe movement and operation of aircraft in flight and on the ground. They may receive training in occupations in this unit group.</p>
	3501	<p>POLICE investigate crimes, arrest offenders, patrol public areas, attend at the scene of accidents and perform other duties of law enforcement and maintenance of public order. They may supervise occupations in this unit group.</p>
	4301	<p>performing emergency repairs and de-energising of conductors.</p>
	4313	<p>performing voltage and resistance tests and waveform check using electronic testing equipment.</p>
	4505	<p>cleaning and maintaining, presses and performing minor repairs.</p>
	5101	<p>OFFICE SECRETARIES AND STENOGRAPHERS perform various organisational and clerical tasks in support of management, including taking shorthand, typing and filing and make shorthand records of court and parliamentary proceedings either manually or by machine. They may supervise occupations in this unit group.</p>
	5103	<p>TYPISTS AND TYPIST-CLERKS copy written, typed or recorded material using typewriters and dictation equipment, and perform clerical tasks. They may supervise occupations in this unit group.</p>
	5203	<p>performing mathematical calculations using accounting machine, calculator or other business machine.</p>

KEYWORD	CODE	TASK
PERFORMING (cont.)	5901	COLLECTION CLERKS collect payments and perform clerical duties associated with debt collection.
	5903	TEACHERS' AIDES perform non-teaching and preparatory duties to assist teaching staff in schools.
	5907	LEGAL AND RELATED CLERKS provide administrative support to legal professionals by performing clerical work associated with the functions of a court or legal practice.
	6603	ENROLLED NURSES assist registered nurses, doctors and other health professionals by giving basic nursing care to patients in hospitals and nursing homes, caring for infants and young children in infant homes, nurseries and day care centres, and performing ancillary duties specific to particular aspects of medical treatment (urology, surgery, first aid, etc.), and advise mothers on health matters and infant care.
	7201	servicing, lubricating, cleaning and refuelling equipment, performing minor repairs
	7205	servicing machinery and performing minor repairs.
	7209	performing gardening duties with specialised machinery such as rotary hoes and auto scythes.
	7407	examining products for defects, performing minor repairs and maintaining production records.
	7409	RUBBER PRODUCTION MACHINE OPERATORS operate machines and perform ancillary tasks to manufacture rubber products such as tyres and reinforced hose. They may supervise occupations in this unit group.
		examining products for defects, and performing minor repairs
	7413	examining products for defects, performing repairs and maintaining production records.
	8101	TRADES ASSISTANTS clean, load, transport and perform other routine tasks as directed by Tradespersons.
	8201	FARM HANDS AND ASSISTANTS assist farmers in agricultural establishments (including fisheries) by performing various manual and routine tasks. They may supervise occupations in this unit group.
	8203	FORESTRY LABOURERS perform manual tasks associated with felling trees, logging, cultivating and maintaining natural and plantation forests. They may supervise occupations in this unit group.
	8407	EARTHMOVING LABOURERS perform manual tasks associated with clearing, levelling and excavating engineering and construction sites and irrigation channels.
	8409	PAVING AND SURFACING LABOURERS perform manual tasks to spread, level, and compact bituminous and other paving material on roads, runways or parking areas, as part of construction or maintenance programmes. They may supervise occupations in this unit group.
	8411	SURVEY HANDS perform manual tasks to assist surveyors or geologists.
	8415	MINING AND MINERAL ORE TREATING LABOURERS perform manual tasks in mining, drilling and mineral ore treating operations as directed.
	8915	HOUSEKEEPERS perform cleaning and housekeeping duties in private homes, hotels, motels and other lodging establishments.

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KEYWORD	CODE	TASK
PERMANENT-WAVING	4927	washing, tinting, streaking, permanent-waving hair and applying conditioner or other treatments.
PICKING	7103	picking up passengers at appointed venues, or stopping when hailed, and driving to designated destination.
PICKLING	4701	seasoning, pickling or curing meat.
PINCHING	7421	pinching or twisting ends to entwine with ends of preceding material prior to operation.
PLACING	4603	placing specially shaped metal tools against dented surface and pounding opposite surface with hammer to remove dents.
	4901	placing selected chisel in contact with rotating wood stock to cut and shape workpiece.
	5401	placing documents on files, and files in drawers.
	7311	communicating with rigger to position hook and to raise, move and place loads.
	8105	sealing bags, cartons or containers and placing pre-printed labels on them.
	8907	operating various types of machinery to lift, place and remove items on high levels.
	8917	placing articles into appropriate receptacles or on conveyor belts for transportation to repair or cleaning areas.
PLANING	4103	forming metal stock or castings to fine tolerances using machining tool to press, cut, grind, plane, bore or drill metal.
	4901	operating machine to cut, plane, shape and sand workpiece.
PLANNING	1301	planning the financial operations and overall financial policy of an organisation in consultation with other management.
	1303	planning the overall sales and marketing policy of an organisation in consultation with other managers.
		planning and controlling sales activities, methods and arrangements.
		planning and conducting marketing campaigns and promotional activities.
	1305	planning details of production activity.
		planning overall production policy of an organisation in consultation with other managers.
	1307	planning overall policy for the purchase, storage and distribution of goods in consultation with other managers.
		planning details of purchasing, storage and distribution operations.
		planning and establishing distribution systems.
	1309	planning the overall personnel and industrial relations policy of an organisation in consultation with other managers.
	1311	planning the overall data processing policy of an organisation in consultation with other managers.
	1315	planning nursing policies and activities.
	1319	planning overall activities of an organisational unit in consultation with a higher authority.

KEYWORD	CODE	TASK
PLANNING (cont.)	1319	planning, directing and implementing an operational programme for a group or area.
	1401	planning and implementing breeding and feeding programmes for livestock and poultry.
	1501	SHOP MANAGERS plan and organise the operations of a retail trading establishment. planning, directing and participating in the operations of the shop.
	1503	RESTAURANT AND CATERING MANAGING SUPERVISORS plan and organise the provision of meals and beverages in restaurants (including cafeterias, canteens, bistros and clubs), and at public or private functions, mainly for consumption on the premises. planning menus in consultation with the chef.
	1505	ACCOMMODATION AND TAVERN MANAGING SUPERVISORS plan and organise the operation of hotel, motel, lodging facilities and grounds at caravan and tourist parks, recreational camp sites and other accommodation establishments. planning, directing and participating personally in the operations of the establishment.
	1507	FINANCIAL INSTITUTION BRANCH MANAGERS plan and organise the day-to-day financial activities of a branch office of a Bank, Credit Union, Building Society or other financial institution. planning, directing and participating in the operations of the institution.
	2201	ARCHITECTS AND LANDSCAPE ARCHITECTS design commercial, industrial and residential buildings and landscapes and plan construction.
	2209	CIVIL ENGINEERS plan, design and direct construction and manage operations and maintenance of large-scale transport, water supply and sewerage structures. They conduct research into materials, processes and systems, scientific theories and principles applicable to practical engineering problems. They may supervise engineering associates and technical officers.
	2215	MINING ENGINEERS plan and direct the engineering aspects of extraction of minerals, oil and gas from the earth (including the sea bed). They may supervise engineering associates and technical officers. planning location for drilling, layout of tunnels and chambers and construction of shafts.
	2315	planning and conducting programmes of remedial exercises to correct stuttering, abnormal articulation and other disorders.
	2401	planning activities using a variety of materials and equipment designed to facilitate the children's development of gross and fine motor skills, and co-operative social skills.
	2407	evaluating pupils' abilities and limitations and planning a special programme of study accordingly.
	2505	planning programme of study for individual students or groups.
	2601	SOCIAL WORKERS plan, assess, administer and implement programmes in accordance with social policy and individual needs. They may supervise or train students and staff.
	2701	ACCOUNTANTS plan and provide accounting and auditing systems and services, and advise individuals and enterprises on accounting matters. They may supervise, or receive training in, occupations in this unit group.

KEYWORD	CODE	TASK
PLANNING (cont.)	2703	PUBLIC RELATIONS OFFICERS plan, organise and conduct programmes of information dissemination to promote a favourable view of an organisation, product or services among the public. commissioning research into public opinion, analysing findings and planning publicity campaigns accordingly.
	2705	PERSONNEL SPECIALISTS plan, develop, implement and evaluate staff development, training and recruitment programmes and organise staffing in commercial, industrial, government or other organisations.
	2811	planning and arranging set designs, sound effects and lighting. planning, directing and co-ordinating the filming of a motion picture or television programme, or the taping and broadcasting of a radio production.
	2905	identifying needs and planning, developing or modifying programmes within the education system.
	2909	planning and organising surveys and designing questionnaires.
	3401	confering with psychiatrists, psychologists, social workers, occupational therapists and other workers to evaluate the condition of psychiatric patients and intellectually handicapped persons and to plan therapy and rehabilitation programmes.
	3915	planning and directing game strategy and evaluating performance after game.
	4207	METAL CASTING TRADESPERSONS plan and fabricate mould patterns and form sand moulds and cores used in the production of metal castings. They may supervise, or receive training in, occupations in this unit group.
	4501	planning and composing pages in metal, bromide or film.
	4705	COOKS plan menus, and prepare and cook food in catering, dining, domestic or other establishments. They may supervise, or receive training in, occupations in this unit group. planning menus on the basis of available ingredients, preferred style, and customers' tastes.
	4805	GARDENERS cultivate and maintain plants, plan and construct gardens, landscapes, inspect and treat plants to improve their health and appearance. They may supervise, or receive training in, occupations in this unit group.
	4931	planning and supervising training schedule.
	5105	planning proposed layout and format, or following same if pre-set.
	6507	TRAVEL AGENTS plan and organise travel and accommodation arrangements for clients. planning and preparing written itinerary with clients.
	6601	planning, conducting and participating in programmes of games and activities to encourage social, emotional, physical and intellectual development in children.
PLANTING	1401	planting, spraying, fertilising and harvesting crops such as cereal grain, oilseed, protein crops, sugar cane, tobacco, and market produce.
	4801	selecting and planting seeds, bulbs or cuttings and propagating plants by budding and grafting.
	4805	planting and transplanting lawns, flowers, shrubs and trees.

KEYWORD	CODE	TASK
PLANTING (cont.)	7209	operating tractor-drawn or self-propelled machinery to plough land, fertilise, plant, cultivate, spray or harvest crops.
	8201	planting, fertilising, spraying and harvesting crops such as cereals, vegetables and fruit by hand or using farm equipment.
	8203	collecting seeds, cultivating and planting seedlings for reforestation purposes.
	8205	NURSERY AND GARDEN LABOURERS plant, cultivate and harvest trees and plants in a plant nursery or assist gardeners in the cultivation, planting and maintenance of private and public gardens. assisting in planting and transplanting.
PLAYING	2815	playing musical instruments in recital, as accompaniment, or as a member of an orchestra, band or other musical group.
	2817	ACTORS AND RELATED PROFESSIONALS play roles in dramatic productions, and perform humorous routines and variety acts, on stage, film, radio, television or elsewhere to entertain audiences.
PLOTTING	3103	performing tests, experiments and analyses, preparing, plotting and graphing data, performing routine mathematical calculations, and computations of measurements.
	3207	performing routine computations and plotting preliminary data.
	3303	plotting and directing aircraft position in flight, using electronic navigational equipment.
PLOUGHING	7209	operating tractor-drawn or self-propelled machinery to plough land, fertilise, plant, cultivate, spray or harvest crops.
PLUGGING	7307	pumping treatment agents into well to stimulate oil and gas flow, seal rock formations or plug disused wells.
POLISHING	4203	finishing products by cleaning, polishing, filing or bathing them in acid solution.
	4209	METAL FINISHING TRADESPERSONS coat metal parts and articles using electrolytic processes or polish metal articles. They may supervise, or receive training in, occupations in this unit group. polishing and buffing sheet or other metal by hand or machine to finish metal parts or articles.
	4503	chrome-plating and polishing plates and cylinders.
	4605	removing masking papers, waxing and polishing finished paintwork.
	4905	applying stains, varnish, paint and other finishes to furniture, and polishing and waxing surfaces.
	4915	polishing shoe using rotating power brush.
	4917	dyeing, staining and polishing leather articles.
	6605	cleaning mouth with water sprays and suction devices, polishing teeth, applying fluoride.
	8301	stripping old wax, rewaxing, polishing, sweeping, mopping, and scrubbing floors. polishing furniture.
PORTIONING	4705	portioning food, adding sauces, gravies and garnishes.

KEYWORD	CODE	TASK
PORTIONING (cont.)	8921	WARD HELPERS assist in caring for patients in hospitals, nursing homes and clinics, ensure that wards are clean and tidy, and portion and serve food as directed. They may supervise occupations in this unit group. portioning, assisting with final preparations and serving food to patients.
POSITIONING	2321	positioning patients, screens and equipment preparatory to procedure.
	3903	positioning microphones, recording sounds or operating equipment to mix and regulate the quality and volume of sound from several sources. selecting, positioning and operating lighting equipment to illuminate set or studio during stage performance, television broadcast or motion picture scenes.
	4207	applying parting agent to moulding box and positioning vents to allow gases to escape. applying refractory paint to prevent molten metal from fusing with sand and positioning cores in mould.
	4309	positioning and installing electrical switchboards.
	4403	erecting scaffolding and positioning supporting frames for brickwork.
	4901	positioning wood stock in wood turning lathe, and adjusting turning speed of lathe.
	4909	BLASTING TRADESPERSONS assemble, position and detonate explosives. They may supervise occupations in this unit group. positioning explosives in bore holes and priming, or directing other workers to prime, explosives using detonators and explosive cartridges.
	7203	positioning load against heel of forks to maintain stability of load and truck. driving straddle carrier to position straddle frame and mechanism above load
	7205	positioning plant, blades, crane boom, grapple and other equipment.
	7311	communicating with rigger to position hook and to raise, move and place loads.
	7317	setting up rig, positioning drilling equipment and connecting power cables and water and air hoses.
	7415	positioning roll of paper on machine reel and threading paper around rollers.
	7419	positioning item on machine and setting grinding or cutting edge in position prior to operation.
	7421	positioning supply packages at feed end of the machine.
	7425	positioning packages of feed stock.
	7427	selecting thread and drawing thread through guides, tensioners and needle eye and positioning materials to be sewn under pressure foot prior to operation.
	7429	position material or item in machine, affixing attachments, setting dies, drawing thread through guides, slots and needles prior to operation.
	8101	positioning and holding metal stock, wood, heavy parts or products for Tradespersons.
	8103	following instructions and drawings to position and secure components and materials on workbench.

KEYWORD	CODE	TASK
POSITIONING (cont.)	8405	setting up winches, cranes and rigging equipment to raise and position girders, plates, columns and other steel units.
	8413	laying sleepers at specified intervals across roadbed and positioning rails on sleepers.
POUNDING	4603	placing specially shaped metal tools against dented surface and pounding opposite surface with hammer to remove dents.
POURING	4509	pouring molten metal into mould either by hand or casting machine.
	4923	preparing wax mould for article or metal mounting and pouring molten metal into mould.
	6503	pouring and mixing cocktails and other drinks.
	6605	pouring, tracing and mounting plaster models for dental impressions.
	7401	operating equipment to release ladle stopper to pour molten metal into moulds, observing level and operating stopper lever when mould is full.
	7411	pouring or pumping chemical or other ingredients including chemical agents or binding liquids into machinery.
	8403	CONCRETE WORKERS pour, spread, smooth and finish concrete surfaces on floors, stairs, ramps, footpaths, bridges and other structures using hand tools, trowelling machinery and power cutters.
		pouring concrete from mixer to specified area.
PRACTISING	2613	practising regular dance exercises to maintain required physical condition of body and limbs and control of movements.
PREPARING	1201	preparing or arranging the preparation of reports, budgets and forecasts, and presenting them to governing bodies.
	1317	preparing or directing preparation of courses (including extra-curricular courses) and course outlines.
	1319	preparing estimates and budgets.
	2101	preparing scientific papers and reports.
	2103	preparing scientific papers and reports.
	2105	preparing scientific papers and reports.
	2107	preparing scientific papers and reports.
	2109	preparing tissue sections for microscopic examination to determine the nature, cause and progress of disease.
		preparing case reports.
	2201	preparing detailed scale drawings and detailed specifications for design and construction.
	2203	QUANTITY SURVEYORS prepare and monitor cost estimates and bills of quantities for construction projects.
	2205	CARTOGRAPHERS AND SURVEYORS use digital and graphic source material and surveying techniques to determine the exact position of natural and constructed geographical features and prepare or revise graphic and pictorial representations. They also supervise and co-ordinate the work of other cartographers, technicians and field workers.

KEYWORD

CODE TASK

PREPARING (cont.)

- 2207 CHEMICAL ENGINEERS conduct applied research to develop and improve commercial-scale chemical products or processes, and design and prepare specifications for commercial-scale chemical plants and control systems. They oversee industrial processing and fabrication operations involving products undergoing physical and chemical changes. They may supervise engineering associates and technical officers.
- preparing reports, feasibility studies and detailed costings.
- 2211 preparing and evaluating designs and specifications and overseeing manufacture, installation and operation of equipment and systems, ensuring compliance with specifications and contractual arrangements.
- 2215 preparing and evaluating cost estimates, specifications and tenders.
- 2217 preparing cost estimates and budgets to evaluate economic feasibility of the production process.
- 2219 preparing preliminary designs and directing preparation of detailed designs.
- preparing and evaluating specifications, tenders, estimates and contracts.
- 2307 preparing or directing preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions.
- 2321 preparing radioactive materials for use in radiation scanning or radiation treatments.
- 2403 developing and preparing course curricula and teaching outlines for courses of study.
- preparing, administering and marking tests, projects and assignments to evaluate pupils' progress and taking remedial steps where necessary.
- 2405 developing and preparing course curricula and teaching outlines for courses of study.
- preparing, administering and marking tests, projects and assignments to evaluate pupils' progress, and recording the results.
- 2501 UNIVERSITY AND CAE (COLLEGE OF ADVANCED EDUCATION) TEACHERS prepare and deliver lectures and teach tertiary students in one or more subjects within a prescribed course of study, and conduct tutorials and research in a particular field of study.
- preparing and delivering lectures, conducting tutorials, seminars, and laboratory sessions.
- preparing and marking essays, assignments and examinations.
- 2503 preparing, administering and marking projects, assignments and examinations to assess students.
- 2505 preparing and presenting material on theory of subject area.
- 2605 LAWYERS advise clients on legal matters, draw up documents, draft legislation, and negotiate, prepare and conduct court cases on behalf of individuals, corporations or Government.
- preparing cases by investigating circumstances, researching relevant statutes and previous court decisions.
- researching and preparing reports/proposals on law reform and administration.
- 2607 preparing and conducting services of public worship and administering sacraments in accordance with the accepted ceremonial requirements of the respective denomination.

KEYWORD	CODE	TASK
PREPARING (cont.)	2701	preparing financial statements and reports for management, shareholders, statutory or other bodies.
	2703	preparing news releases.
	2707	COMPUTING PROFESSIONALS design and prepare software to meet specific requirements in all aspects of the computing environment, control and audit the operation of computing facilities within an organisation, and research theoretical aspects of computing.
	2801	selecting artistic medium, method and materials, and preparing materials.
	2805	preparing illustrations or sketches to communicate design concept.
	2901	preparing reports and studies.
	2905	preparing reports and information papers.
	3101	preparing and staining slides for microscopic examination. preparing cavities of teeth for restoration with amalgam cement or plastic materials, performing forceps extractions.
	3103	analysing fabrics, selecting and developing dyestuffs, preparing specifications and overseeing production in textile plants. performing tests, experiments and analyses, preparing, plotting and graphing data, performing routine mathematical calculations, and computations of measurements.
	3201	preparing drawings, plans and diagrams. performing tests, graphing results, preparing charts and tabulations.
	3203	preparing sketches, charts, tabulations, plans and designs for drainage, water supply, sewage reticulation systems, roads, airports, dams and bridges.
	3207	preparing tenders, support contract bids and variations. analysing architect's design, preparing preliminary sketches and working drawings, showing plans, elevations, sections, materials, plumbing, drainage carparking and landscaping layout. preparing, editing and revising plans, maps, charts and drawings.
	3301	preparing and submitting flight plan or examining standard flight plan.
	3501	preparing briefs or reports for police files or for use in court.
	3913	PROCUREMENT OFFICERS prepare purchase orders for industrial, commercial, government or other establishments, and act as agents to purchase and sell farm produce. preparing and despatching purchase orders for goods and materials.
	4103	preparing pattern mechanism to control operation of textile machines used to spin, weave, knit, sew and tuft fabric.
	4201	selecting metal for job and preparing horses' hooves for shoeing.
	4209	preparing electrolytic and silver solutions for electroforming and applying silver solution to the objects to be coated.
	4405	preparing surfaces by cleaning and sanding.
	4407	measuring and marking surfaces to prepare them for fibreboard installation.

KEYWORD	CODE	TASK
PREPARING (cont.)	4413	preparing surface by removing old tile, grout and adhesive, and cleaning with soap and water.
	4503	GRAPHIC REPRODUCTION TRADESPERSONS prepare and develop film (in negative or positive form), printing plates or cylinders for gravure printing. They may supervise, or receive training in, occupations in this unit group.
	4505	preparing image material, photoengravings, stereotypes, electrotypes, hot metal type and/or printing plates.
	4511	preparing photographic stencils.
		operating a camera, preparing and exposing fine and coarse screen, half tone and line, wet and/or dry plate or film negatives and positives.
	4605	VEHICLE PAINTERS prepare vehicle surfaces, mix paint colours and spray-paint vehicles. They may supervise, or receive training in, occupations in this unit group.
	4701	MEAT TRADESPERSONS slaughter livestock, cut, trim, select and prepare meat to be packed and sold to establishments (e.g. restaurants and smallgoods manufacturers) or to the public. They may supervise or receive training in, occupations in this group.
	4703	BAKERS AND PASTRYCOOKS prepare and bake buns, cakes, bread loaves and rolls, and operate forming machines to make biscuits. They may supervise, or receive training in, occupations in this unit group.
	4705	COOKS plan menus, and prepare and cook food in catering, dining, domestic or other establishments. They may supervise, or receive training in, occupations in this unit group.
		preparing and cooking meat, fish, vegetables and other foods using a variety of methods.
	4801	preparing potting media or containers for planting.
	4803	installing nets, posts and stumps, marking out lines and logos to prepare ground for play.
	4805	drawing and interpreting plans and preparing landscape construction schedules.
	4905	preparing furniture for finishing or refinishing using solvents and abrasive materials.
	4907	preparing slipway for construction of ship or boat.
	4911	GARMENT TRADESPERSONS prepare patterns and materials for the making of garments and make garments, including fur garments and hats. They may supervise, or receive training in, occupations in this unit group.
	4917	OTHER LEATHER AND CANVAS TRADESPERSONS make and repair products made from leather or canvas and similar materials or prepare sailcloth for sewing. They may supervise, or receive training in, occupations in this unit group.
	4923	preparing wax mould for article or metal mounting and pouring molten metal into mould.
	5101	preparing and typing correspondence, briefing notes, memoranda and reports.
	5203	preparing periodic trial balances and other statistical information.
	5301	preparing reports of accounting activities, financial statements and customer's credit rating.
	5305	preparing actuarial or statistical statutory returns.
	5503	preparing and checking documents, maintaining records of receipts and despatches.

KEYWORD	CODE	TASK
PREPARING (cont.)	5505	STOCK AND PURCHASING CLERKS prepare purchase orders, receive, store and issue stocks and maintain records. They may supervise occupations in this unit group. preparing inventories and requisitioning material.
	5903	preparing stencils and duplicates and collating copies. preparing teaching aids and equipment.
	5905	preparing selection criteria and duty statements. preparing rosters.
	6201	quoting and negotiating prices and credit terms, preparing contracts and recording orders.
	6403	preparing petty cash disbursements.
	6503	BAR ATTENDANTS prepare and serve drinks to patrons in licensed drinking establishments, or behind bars in dining establishments. They may supervise occupations in this unit group.
	6505	preparing and presenting bill and receiving payment.
	2507	planning and preparing written itinerary with clients.
	6601	preparing disciplinary reports on children in security institutions. preparing and serving meals.
	6605	DENTAL NURSES prepare patients for dental examination and assist Dentists in providing treatment. preparing materials for fillings.
	6607	shopping for and preparing food.
	6609	assisting in preparing meals. preparing cabin beds and distributing pillows, blankets and reading materials.
	7315	preparing materials to be added to molten metal and preparing quenching media for the heat treatment of metals.
	7423	preparing for operation by setting up machines, selecting and installing attachments or components for specialised functions.
	7425	FABRIC PRODUCTION MACHINE OPERATORS operate machines which prepare yarn and textile fibres for fabric production, weave and knit fabric, garments, carpets and rugs, finish and repair textile products. They may supervise occupations in this unit group. preparing chemical solutions or dyes.
	7435	preparing and adding chemical solutions.
	8101	cleaning and preparing Tradesperson's working surface.
	8109	preparing samples for testing by physical processes. preparing reports and documentation.
	8201	grading, packaging and preparing produce for transport to markets.
	8205	preparing soils using hand tools or machines.

KEYWORD	CODE	TASK
PREPARING (cont.)	8401	preparing site for insulation or installation of fittings by nailing up furring, drilling holes for screws and bolts, digging trenches and post holes, and erecting scaffolding.
	8915	preparing, cooking and serving meals and refreshments.
	8919	KITCHENHANDS assist other kitchen and service staff in preparing and serving food, and cleaning food preparation and service areas in hotels, motels, restaurants, clubs, cafeterias and other establishments which serve food (except hospitals). preparing and cooking simple food items.
PRESCRIBING	2301	prescribing and administering drugs and other remedial treatments.
	2303	prescribing and administering medication.
	2305	DENTAL PRACTITIONERS diagnose diseases, injuries, irregularities and malformations of teeth, gums, mouth tissue, jaw and other dento-facial structures, prescribe and administer restorative and preventive procedures, including surgery and other specialist techniques.
	2311	prescribing and dispensing spectacle lenses, contact lenses and low vision aids.
	2317	prescribing exercises for rehabilitation and/or prevention.
	2319	prescribing and fitting replaceable pads, shields, supports and other corrective and protective foot devices. prescribing and arranging fabrication of corrective footwear.
	2323	administering or prescribing drugs, sedatives, analgesics, general or local anaesthetics.
	3915	coaching teams and training sportspersons in the performance of their sport by demonstrating techniques, prescribing exercises and supervising practice.
PRESENTING	1201	preparing or arranging the preparation of reports, budgets and forecasts, and presenting them to governing bodies.
	2503	presenting lesson material, discussions, workshops and laboratory sessions.
	2505	preparing and presenting material on theory of subject area.
	2603	analysing situations and presenting alternative approaches.
	2819	presenting opinions on sports, politics, social or economic matters.
	2907	drafting and presenting graphic and narrative plans, programmes and designs affecting land use, public utilities, community facilities, housing and transportation. presenting findings in written form.
	3501	testifying or presenting prosecution case in court.
	6505	presenting menus and wine lists to patrons. preparing and presenting bill and receiving payment.
PRESERVING	2907	OTHER SOCIAL SCIENTISTS study human behaviour and institutions from current or historical perspectives with a view to understanding the development, structure, patterns and interrelationships within societies and/or preserving items of historical interest or advising on policy or planning matters in relation to particular social institutions or the physical environment.

KEYWORD	CODE	TASK
PRESIDING	1103	JUDGES, MAGISTRATES AND MEDIATORS preside over judicial proceedings and pronounce judgements in courts of law, or act, individually or as members of administrative or industrial tribunals, to resolve disputes.
PRESSING	4103	forming metal stock or castings to fine tolerances using machining tool to press, cut, grind, plane, bore or drill metal.
	4509	pressing pliable rubber or plastic matrix against forme to make mould.
	8917	LAUNDRY WORKERS load and tend washing and drying machines, unload machines and mark, press, fold, stack and package laundry. They may supervise occupations in this unit group.
PREVENTING	2313	PHYSIOTHERAPISTS prevent and treat disorders of movement caused by injury or disease.
	3911	inspecting locks, window bars, grills, doors and gates and patrolling assigned areas to prevent escapes and disturbances.
	8901	preventing unauthorised entry.
PRICING	5505	pricing goods or estimating costs.
PRIMING	4909	positioning explosives in bore holes and priming, or directing other workers to prime, explosives using detonators and explosive cartridges.
PRINTING	2801	PAINTERS, SCULPTORS AND RELATED PROFESSIONALS create visual forms using painting, drawing, printing, electronic or other media, and three dimensional forms by carving, modelling or constructing in order to communicate an impression or idea.
	4503	printing and examining proofs to check quality and correcting where necessary.
	4511	SCREEN PRINTERS make stencils either by hand or photographically for use by a screen printing machine or on a hand bench, print from stencil using machine or bench. They may supervise, or receive training in, occupations in this unit group.
		printing on paper or fabric using stencil, screen and ink, or dye-impregnated sponge or cloth, or using printing machine.
	5105	WORD PROCESSING OPERATORS type and edit documents on a word processing machine and print copies. They may supervise occupations in this unit group.
	7435	PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS operate machines which cut and package photographic film and paper, develop film or print photographs. They may supervise occupations in this unit group.
PROCESSING	4501	processing output from computerised system to obtain image on bromide or film.
	5201	DATA PROCESSING MACHINE OPERATORS operate electronic equipment for data entry, processing and transmission. They may supervise occupations in this unit group.
		selecting mode of computer operations, loading input and output units and scheduling computer job flow to process data.
	5301	processing loan applications, accounts payable and accounts receivable.
	5303	INSURANCE AND BROKING CLERKS record insurance and stockbroking transactions, and process related documents. They may supervise occupations in this unit group.
		processing insurance applications, adjustments to insurance cover, standard endorsements and insurance claims.

KEYWORD	CODE	TASK
PROCESSING (cont.)	5403	recording and processing registered and special articles.
	6403	processing payment received through mail.
	6603	processing, labelling and filing X-rays.
	6605	taking X-rays, processing and mounting X-ray films.
	7307	PETROLEUM AND GAS PLANT OPERATORS operate equipment to process oil and gas, to distribute refined products, to pump treatment agents into well holes and to test well pipes. They may supervise occupations in this unit group.
	7417	GLASS PRODUCTION MACHINE OPERATORS set up and operate machines which make and process glass to form bottles, jars, drinking glasses and other such products. They may supervise occupations in this unit group.
PRODUCING	7431	changing die to produce different shapes.
	7431	changing die to produce different shapes.
PROMOTING	1101	promoting the interests of Australia and assisting Australian citizens overseas.
	1507	promoting the branch and actively developing business.
	2401	promoting language development through story telling, role play, songs, rhymes and informal discussions.
	2703	PUBLIC RELATIONS OFFICERS plan, organise and conduct programmes of information dissemination to promote a favourable view of an organisation, product or services among the public. organising exhibitions, seminars, entertainment, competitions and social functions to promote good-will and give favourable publicity.
PRONOUNCING	1103	JUDGES, MAGISTRATES AND MEDIATORS preside over judicial proceedings and pronounce judgements in courts of law, or act, individually or as members of administrative or industrial tribunals, to resolve disputes.
PROOF-READING	5103	proof-reading and correcting copy.
PROPAGATING	4801	NURSEYMEN/WOMEN propagate and nurture trees, shrubs, ornamental and flowering plants in a plant nursery. They may supervise, or receive training in, occupations in this unit group.
	4801	selecting and planting seeds, bulbs or cuttings and propagating plants by budding and grafting.
PROTECTING	7211	FIRE FIGHTERS control or extinguish fires and protect life and property threatened by fires or accidents, and participate in and co-ordinate fire prevention activities. They may supervise occupations in this unit group.
	8911	GUARDS AND SECURITY OFFICERS protect industrial, commercial and other property from theft, vandalism and illegal entry or provide armed escort or drive armoured cars to protect money and valuables in transit. They may supervise occupations in this unit group.
PROVIDING	1301	providing and interpreting financial information for other management.
	1313	advising and providing information on an area of government policy.

KEYWORD	CODE	TASK
PROVIDING (cont.)	1319	advising and providing information on an area of defence policy.
	1501	providing information about merchandise to staff and customers.
	2301	providing pre-natal and post-natal care.
	2401	providing for nutritional health, welfare and safety needs of children.
	2601	providing follow-up services for clients.
	2603	COUNSELLORS assess clients' needs and provide information and advice on educational, vocational, legal or social matters.
	2607	MINISTERS OF RELIGION conduct services and provide spiritual guidance and motivation for a congregation, parish or community.
	2701	ACCOUNTANTS plan and provide accounting and auditing systems and services, and advise individuals and enterprises on accounting matters. They may supervise, or receive training in, occupations in this unit group.
	2903	providing follow-up services to groups and individuals for support and evaluation purposes.
	2911	LIBRARIANS develop, organise and maintain a collection of written and recorded material and provide an information service for users based on the collection itself and on library and information networks.
	3901	WELFARE PARA-PROFESSIONALS provide support, information and advice to individuals or groups on emotional, financial, recreational, health, housing and other social matters and evaluate and co-ordinate the services of welfare and community service agencies.
	3907	providing care for primary school children in centres catering for before-school and after-school care.
	3909	AMBULANCE OFFICERS transport sick and injured persons and provide emergency health care.
	3911	providing meals to prisoners confined in cells, administering first aid and requisitioning items needed by prisoners.
	5601	RECEPTIONISTS AND INFORMATION CLERKS provide information on the services or goods offered by the establishment and arrange for the public to use such services and goods. answering inquiries and providing information on the services or goods offered by the establishment.
	5603	talking to callers to ascertain requirements and provide information on operating systems.
	6507	providing literature and information to travellers concerning local, interstate and international tours, travel routes, accommodation and fares.
	6601	CHILD CARE, REFUGE AND RELATED WORKERS provide care and supervision for children in pre-schools, residential child care establishments (including government security institutions) and non-residential care centres, provide adults and children in refuges with emotional support and a referral service.
	6607	HOME COMPANIONS AND AIDES provide company and services in the home to families and sick or aged persons, and advise on welfare contacts for families experiencing difficulty. providing emotional support and companionship.

KEYWORD	CODE	TASK
PROVIDING (cont.)	6609	TRAVEL STEWARDS provide meals and other services for the comfort and safety of passengers in ships, railway sleeping cars and aircraft. They may supervise occupations in this unit group. answering queries and providing information on taxis and hire cars. providing room service for passengers and crew.
	8903	providing information, and booking tours, taxis or restaurants, for guests.
PRUNING	4805	pruning, fertilising and watering plants and controlling pests and diseases.
	8203	pruning trees using axes or chainsaws.
PUMPING	7307	PETROLEUM AND GAS PLANT OPERATORS operate equipment to process oil and gas, to distribute refined products, to pump treatment agents into well holes and to test well pipes. They may supervise occupations in this unit group. pumping treatment agents into well to stimulate oil and gas flow, seal rock formations or plug disused wells.
	7411	pouring or pumping chemical or other ingredients including chemical agents or binding liquids into machinery.
PUNCHING	4201	hammering, punching or cutting metal to join parts using hand tools or machine presses.
	4917	punching holes in canvas and similar materials using mallet and punch and attaching grommets, metal fittings and fastenings to product by machine or hand sewing.
	8103	punching or drilling mounting holes in parts or assembled products.
PURCHASING	1503	purchasing or controlling the purchase of food supplies and monitoring quality at all stages of preparation and presentation.
	3913	PROCUREMENT OFFICERS prepare purchase orders for industrial, commercial, government or other establishments, and act as agents to purchase and sell farm produce. purchasing produce at auction or direct from farmer or grower.
	8913	purchasing cleaning supplies, replacing light bulbs, notifying owner of need for major repairs.
	8915	purchasing food and household supplies.
PURSUIING	3501	pursuing, arresting and interviewing persons suspected of crime.
PUSHING	7205	transporting logs to loading areas and pushing into bundles.
PUTTING	6601	cleaning premises and putting equipment away.

KEYWORD	CODE	TASK
QUENCHING	4201	tempering and hardening finished article by quenching in oil or water bath or by cooling gradually in air.
QUOTING	6201	quoting and negotiating prices and credit terms, preparing contracts and recording orders.

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KEYWORD	CODE	TASK
RAISING	1401	FARMERS AND FARM MANAGERS supervise and perform farming operations to raise livestock and cultivate field crops, market produce and other agricultural products.
	7201	raising, lowering and manipulating attachments using manual or electric-al controls.
	7203	operating controls of fork lift to align truck and raise or lower fork to stack or unstack articles.
		operating controls to move levers to grasp load, raise it and drive to delivery point.
	7311	operating controls to rotate crane, move crane on fixed rails, raise and lower boom, and raise and lower hook.
		communicating with rigger to position hook and to raise, move and place loads.
	7313	operating controls to raise or lower hoist or lift containing materials, equipment or people.
		operating winch to raise, lower or wind in object.
READING	8405	setting up winches, cranes and rigging equipment to raise and position girders, plates, columns and other steel units.
REARRANGING	1103	reading, hearing and considering evidence.
	2819	reading prepared news bulletins and special announcements.
REASSEMBLING	8201	feeding, watering and rearing livestock and fish, cultivating shellfish.
RECEIVING	2803	rearranging lighting and filters to bring out highlights and colours.
	5105	altering, rearranging and editing recorded data.
	4211	dismantling, inspecting and reassembling aircraft engines, ancillary motors and engine accessories, electrical systems, or sub-assemblies of aircraft frames using hand and power tools and equipment.
	4213	dismantling precision instruments, locks, timepieces and small arms, repairing or replacing defective parts and reassembling article using hand or power tools or specially designed machines.
	4303	reassembling and test-operating unit.
	4315	reassembling machinery.
	4601	reassembling, testing and adjusting sub-assembly, reinstalling in vehicle.
RECEIVING	2303	receiving referrals from other medical practitioners.
	2307	receiving prescriptions and checking for correct dosage and drug compatibility before dispensing.
	5101	receiving and distributing incoming correspondence.
	5201	transmitting and receiving messages and facsimiles of documents, using electronic transmission equipment.
	5403	MAIL SORTERS receive, sort and despatch mail at sorting centres. They may supervise occupations in this unit group.
		receiving and checking incoming mail.
	5505	STOCK AND PURCHASING CLERKS prepare purchase orders, receive, store and issue stocks and maintain records. They may supervise occupations in this unit group.

KEYWORD	CODE	TASK
RECEIVING (cont.)	5601	calculating accounts and forwarding accounts to hospital accounts department, or receiving payment for accounts from hotel or motel guests.
	5605	receiving orders for deliveries from customers.
	6401	TELLERS receive and pay out money in financial and commercial institutions. They may supervise occupations in this unit group. receiving money or cheques.
	6403	CASHIERS receive cash, register payments, make payments and bank funds on behalf of retail stores or other organisations. They may supervise occupations in this unit group. receiving cash or credit card payment and issuing receipts.
	6405	receiving fares and issuing tickets, working either aboard a bus or tram or at a stop.
	6501	receiving payment on the spot or arranging for delivery of goods and collection of payment.
	6503	receiving payment for drinks and snacks.
	6505	receiving and recording dining reservations by telephone. preparing and presenting bill and receiving payment.
	6507	selling tickets and receiving payment.
	8907	STOREMEN/WOMEN receive, handle and despatch incoming or outgoing goods in a store or warehouse. They may supervise occupations in this unit group. receiving incoming goods, checking for damage and for discrepancies between goods and invoices.
RECHARGING	4307	repairing or replacing defective parts, and recharging systems with refrigerant.
RECOMMENDING	1305	directing research into production methods, recommending and implementing initiatives.
	2219	assessing production sequences and methods; recommending changes in procedures, utilisation of equipment and labour, and safety precautions.
	2301	GENERAL MEDICAL PRACTITIONERS diagnose and treat physical and mental illnesses, disorders and injuries, recommend preventive action and refer patients to Specialist Medical Practitioners.
	2303	recommending admission to treatment and rehabilitation programmes.
	2805	selecting or recommending decorative and functional materials for building interior.
	2911	selecting and recommending for acquisition, books, periodicals, audio-visual and other recorded material.
	3103	inspecting livestock, analysing produce, and recommending means for improving quality.
	3205	studying materials handling methods and recommending changes for cost reduction.
	5901	recommending legal action when payment cannot be otherwise obtained.
	6101	SECURITIES AND FINANCE DEALERS conduct financial market transactions on behalf of clients or company and recommend transactions to clients or senior management.
RECORDING	2307	maintaining prescription files and recording issue of narcotics, poisons and habit forming drugs.

KEYWORD	CODE	TASK
RECORDING (cont.)	2309	monitoring and recording patients' activities, responses and progress.
	2313	monitoring and recording patients' responses and progress.
	2405	preparing, administering and marking tests, projects and assignments to evaluate pupils' progress, and recording the results.
	3303	recording details of flight and operations.
	3305	recording vessel's progress, crew's activities, weather and sea state.
	3903	operating motion picture or television cameras to record events or scenes on film or video tape or for direct telecast.
		positioning microphones, recording sounds or operating equipment to mix and regulate the quality and volume of sound from several sources.
	3913	recording items purchased or transferred between departments, prices, deliveries and inventories.
	4801	recording soil mixtures, plantings, treatments, losses and yields.
	5203	BUSINESS MACHINE OPERATORS record and compute data using office business machines. They may supervise occupations in this unit group.
		recording results of mathematical calculations on forms or documents.
	5301	ACCOUNTING CLERKS record financial information for management. They may supervise occupations in this unit group.
		recording and compiling summaries of financial transactions, wage and salary deductions and variations, and operation and production costs.
	5303	INSURANCE AND BROKING CLERKS record insurance and stockbroking transactions, and process related documents. They may supervise occupations in this unit group.
		recording stock transfer documents received from clients or other stockbroking firms.
	5401	recording identification details, removal and return of materials.
	5403	recording and processing registered and special articles.
	5501	PRODUCTION RECORDING CLERKS estimate production schedules and record work-flow and receipt, production, transfer and despatch of materials and products in manufacturing plants and other commercial establishments. They may supervise occupations in this unit group.
		recording number and kind of defects, unsatisfactory materials and products.
	5503	TRANSPORT RECORDING AND DESPATCHING CLERKS check contents and compile and check documents of freight goods, tally and record consignments and destination details of articles and containers and make freight bookings and associated arrangements. They may supervise occupations in this unit group.
		recording numbers and details of articles as called out by wharf workers and signing tally sheets.
		checking and recording defects or deficiencies of goods.
	5601	recording details of inquiries, appointments, reservations or hospital admissions.

KEYWORD	CODE	TASK
RECORDING (cont.)	5901	recording amounts collected, noting requirement for further action.
	5905	interviewing applicants, recording details and notifying applicants of interview results. updating salary, superannuation, taxation and leave records and recording promotions and transfers.
	6101	recording and transmitting buy or sell orders for stocks and bonds. supervising documentation and recording of financial transactions.
	6201	quoting and negotiating prices and credit terms, preparing contracts and recording orders.
	6401	recording all daily or periodical transactions.
	6403	counting and recording moneys received and checking against sales dockets or other documentation.
	6505	receiving and recording dining reservations by telephone.
	6507	recording sales transactions.
	6603	recording temperature, pulse and respiration rates and fluid intake.
	7301	recording details of equipment performance, instrument readings and switching operations.
	7303	recording instrument readings, hours of operation, fuel consumption and power output.
	7305	recording process data.
	7307	recording details of operations, production, quantities transferred and test data.
	7317	recording details of operation, performance of well and information obtained by drilling.
	7403	examining products, recording and reporting defects.
	7405	examining product for defects or uniform thickness, recording and reporting defects.
	8105	recording weight, number and packaging date of filled bags, containers or cartons.
	8901	recording booking.
RECRUITING	1601	recruiting and directing staff.
REFERRING	2301	GENERAL MEDICAL PRACTITIONERS diagnose and treat physical and mental illnesses, disorders and injuries, recommend preventive action and refer patients to Specialist Medical Practitioners. referring patients to, and exchanging medical information with, specialists.
	2311	referring patients whose eyes show evidence of disease to other practitioners.
	2319	referring patients to medical practitioners where necessary.
	2601	advising individuals or groups in need or referring them to the appropriate community service or self-help agency.
	2607	advising individuals or groups in need or referring them to the appropriate welfare or self-help agency.
	3901	referring clients to appropriate agencies.

KEYWORD	CODE	TASK
REFERRING (cont.)	5601	referring clients to appropriate expert or adviser.
	6601	referring refugee residents to appropriate qualified practitioners, authorities or agencies for assistance.
REFINING	7307	operating processing equipment to refine natural gas, manufacture refined petroleum products, and blend petroleum base stocks.
	7315	FURNACE AND KILN OPERATORS operate furnaces, quenching plants, kilns or ovens to smelt, refine or treat metals, fire ceramics, dry and season wood products and timber, or burn waste. They may supervise occupations in this unit group.
REFINISHING	4915	repairing or refinishing shoes.
REFUELLING	7201	servicing, lubricating, cleaning and refuelling equipment, performing minor repairs.
REGISTERING	1505	registering guests, assigning accommodation and showing guests the accommodation and recreation facilities.
	6403	CASHIERS receive cash, register payments, make payments and bank funds on behalf of retail stores or other organisations. They may supervise occupations in this unit group.
REGULATING	3903	positioning microphones, recording sounds or operating equipment to mix and regulate the quality and volume of sound from several sources.
	3905	regulating irrigation, alteration of water courses, drilling or artesian and sub-artesian bores and construction of stock water facilities.
	3915	regulating activities of sports persons during sporting events according to established rules.
	4209	setting and adjusting controls to regulate electric current and depositing of coating on objects.
	4505	selecting, matching and mixing coloured inks and regulating paper and ink supply during print run.
	7207	regulating temperature of material flowing from hopper.
	7401	operating controls to regulate temperature, pressure, speed or w flow of operation.
	7403	operating controls to regulate temperature, pressure and speed of operation.
	7407	operating controls to regulate temperature, pressure, speed and flow of operation.
		monitoring operation, and regulating material supply or adding chemicals and colourants to mixture.
	7409	operating controls to regulate temperature, pressure and speed of grinding or production.
	7411	operating controls to regulate temperature, pressure, flow and speed of operation.
	7413	operating controls to regulate temperature, pressure, and speed of operation.
	7415	operating controls to regulate temperature, flow, pressure and speed of operation.
	7417	adjusting valves, turntable, timing of plunger in glass-pressing machine and thermostatic controls to regulate temperature, pressure speed and flow of operation.
	7419	operating controls to regulate temperature, pressure, flow and speed of operation.
	7421	setting and operating controls to regulate speed, flow, air suction and/or temperature of operation.

KEYWORD	CODE	TASK
REGULATING (cont.)	7423	operating controls to regulate processing time, temperature and conditions of operation.
	7425	operating controls to regulate temperature, pressure, flow and treatment times for bleaching, dyeing, mercerising, shrinking, waterproofing, napping and texturing operations.
	7431	operating controls to regulate temperature, pressure, flow and treatment time. regulating discharge of contents of machine to storage or packaging machines.
	7433	operating controls to regulate rate of supply, flow and temperature of glue for cartons and temperature of continuous cooker for canning.
REHEARSING	2813	rehearsing dances under direction and instruction or developing own interpretation.
	2817	learning lines and cues and rehearsing part.
REHEATING	4921	joining tubing or extending parts of object by reheating using specialised hand tools.
REINFORCING	4915	joining, decorating and reinforcing shoe parts using single, double or multiple stitching machine.
REINSTALLING	4601	reassembling, testing and adjusting sub-assembly, reinstalling in vehicle.
REJECTING	8103	examining product and rejecting defective items.
RELAYING	5603	TELEPHONISTS operate public and private telephone switchboards to assist callers in establishing telephone connections and to relay incoming, outgoing and inter-office calls. They may supervise occupations in this unit group.
	6505	writing order and relaying it to kitchen or bar staff.
RELEASING	7401	operating equipment to release ladle stopper to pour molten metal into moulds, observing level and operating stopper lever when mould is full.
RELINING	4601	relining and adjusting brakes, replacing worn shock absorbers, changing oil and air filters, lubricating vehicle parts.
RELOADING	7403	monitoring operation, removing processed items, lubricating dies and reloading machine.
REMAKING	4923	repairing jewellery and worn metalware by soldering, replacing or remaking damaged parts, annealing or heating.
REMOVING	2319	performing minor surgery to remove or ameliorate abnormal conditions.
	4403	spreading mortar over bricks, blocks or tiles and laying in place, removing excess mortar with trowel.
	4413	preparing surface by removing old tile, grout and adhesive, and cleaning with soap and water. cleaning tiles and removing excess grout.
	4601	removing engine, transmission or differential assemblies using hand tools and lifting equipment.
	4603	removing damaged panels and parts or removing upholstery and accessories to gain access to damaged areas. placing specially shaped metal tools against dented surface and pounding opposite surface with hammer to remove dents.
	4605	removing masking papers, waxing and polishing finished paintwork.

R

KEYWORD	CODE	TASK
REMOVING (cont.)	4609	removing old coverings or fittings from vehicle and taking new measurements.
	4701	removing bones.
	4907	repairing, or removing and replacing, damaged plating and other faulty units, fittings and accessories.
	4909	removing material broken by explosion from areas of underground mine inaccessible to high production equipment.
	4919	removing baseboard moulding trim to install edges of coverings.
	4929	removing sheep from catching pen.
		removing fleece in one piece for picking up and handling.
	7315	removing product and waste from furnace, kiln or oven.
	7403	monitoring operation, removing processed items, lubricating dies and reloading machine.
	7409	removing wrinkles and compressed air in rolling operations.
	7419	removing stone from machine for further processing.
	7421	removing lint from machine using brush and airhose.
	7435	removing exposed film from cartridges and loading feed spools in darkroom.
	8101	collecting and removing rubble and waste material from work area.
	8109	removing defective articles.
	8205	removing rubbish from garden or nursery.
	8301	operating industrial vacuum cleaner to remove scrap, dirt and debris from floors work areas and machinery.
		applying acids and solvents to surfaces to remove stains.
		removing lint, dust, soot and residue of oil, grease or sludge from machinery, interiors of furnaces, boilers and tanks.
	8407	burning scrub and removing rocks and sticks from site.
	8415	cleaning and maintaining equipment, removing spillage and debris from drilling floor.
	8907	operating various types of machinery to lift, place and remove items on high levels.
	8923	removing complete sub-assembly units or parts.
		dismantling vehicle or sub-assembly, removing damaged parts or accessories.
RENEWING	8913	collecting rentals and renewing leases.
RENOVATING	4401	CARPENTERS AND JOINERS construct, erect, install, renovate and repair wooden structures and fixtures used in internal and external building frameworks, dams, bridges and theatrical sets. They may supervise, or receive training in, occupations in this unit group.
REORGANISING	2701	devising, reorganising or establishing budgetary cost control and other accounting systems, including computer based systems.

KEYWORD

CODE TASK

REPAIRING

- 2219 OTHER ENGINEERS design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment. They may supervise engineering associates and technicians.
- 3103 developing, maintaining and repairing instruments and equipment for use in experimental research.
- 3201 installing, testing and repairing equipment.
- 3307 operating, testing and repairing main propulsion engine, auxiliary machines and domestic systems.
- 4101 TOOLMAKERS make and repair tools, dies, jigs, fixtures and other parts and equipment to fine tolerances. They may supervise, or receive training in, occupations in this unit group.
- 4201 FORGING TRADESPERSONS heat and hammer metal to shape, make or repair metal articles, including horseshoes. They may supervise, or receive training in, occupations in this unit group.
- 4205 STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS cut, shape, join and repair metal parts of iron and steelwork structures, pressure pipes, ships, boilers or other vessels subject to greater pressure than the weight of their contents, and weld metals together. They may supervise, or receive training in, occupations in this unit group.
- 4211 AIRCRAFT MAINTENANCE ENGINEERS maintain and repair aircraft engines, electrical systems and mechanical systems and assemble components of aircraft frames. They may supervise, or receive training in, occupations in this unit group.
- 4213 PRECISION METAL TRADESPERSONS fabricate, assemble, maintain and repair precision instruments. They may supervise, or receive training in, occupations in this unit group.
- dismantling precision instruments, locks, timepieces and small arms, repairing or replacing defective parts and reassembling article using hand or power tools or specially designed machines.
- making blades for circular, band or other power saws and/or repairing, setting and sharpening blades for hand or power saws.
- 4301 ELECTRICAL POWERLINE TRADESPERSONS install, repair, maintain and monitor overhead and underground electric power distribution networks. They may supervise, or receive training in, occupations in this unit group.
- 4303 ELECTRICAL FITTERS assemble, install, test and maintain electrical equipment and components, and service and repair domestic and commercial electrical appliances and equipment. They may supervise, or receive training in, occupations in this unit group.
- repairing or replacing faulty wiring and defective parts.
- 4305 AUTOMOTIVE ELECTRICIANS install, repair and maintain electrical wiring and components in automobiles. They may supervise, or receive training in, occupations in this unit group.
- repairing defective ignition and electrical wiring.
- 4307 REFRIGERATION AND AIR-CONDITIONING MECHANICS assemble, install, service and repair refrigeration and air-conditioning units and systems. They may supervise, or receive training in, occupations in this unit group.
- repairing or replacing defective parts, and recharging systems with refrigerant.

KEYWORD

CODE TASK

REPAIRING (cont.)

- 4309 ELECTRICAL MECHANICS install, maintain and repair electrical wiring and related equipment in houses, ships, trains, commercial and industrial sites and establishments. They may supervise, or receive training in, occupations in this unit group.
- repairing or replacing defective components or systems.
- 4311 COMMUNICATIONS EQUIPMENT TRADESPERSONS install, maintain and repair external telecommunications equipment, telecommunications appliances, electronic broadcasting and telecine equipment and instruments and systems used for monitoring and process control. They may supervise, or receive training in, occupations in this unit group.
- replacing or repairing defective components and parts, lines and cables.
- 4313 RADIO AND TELEVISION SERVICERS maintain and repair radio and television receivers, tape recorders, phonographs and video cassette recorders. They may supervise, or receive training in, occupations in this unit group.
- repairing or replacing defective parts.
- 4315 OFFICE EQUIPMENT AND COMPUTER SERVICERS install, service and repair computer hardware, vending machines, typewriters, calculating, adding and book-keeping machines, cash registers and other such office equipment. They may supervise, or receive training in, occupations in this unit group.
- adjusting, repairing and replacing worn or defective parts using hand tools and soldering equipment.
- repairing and replacing defective wiring.
- 4401 CARPENTERS AND JOINERS construct, erect, install, renovate and repair wooden structures and fixtures used in internal and external building frameworks, dams, bridges and theatrical sets. They may supervise, or receive training in, occupations in this unit group.
- 4403 BRICKLAYERS lay bricks, stones, tiles and building blocks to construct and repair structures such as walls, foundations and arches; or equipment such as boilers, industrial ovens, furnaces, kilns and smelters. They may supervise, or receive training in, occupations in this unit group.
- repairing and maintaining brick and related structures and equipment.
- 4409 PLUMBERS install and repair pipelines, plumbing and related equipment for water, gas, sewerage and other systems in residential, commercial and industrial establishments. They may supervise, or receive training in, occupations in this unit group.
- 4507 binding books and repairing book bindings.
- 4509 maintaining plating baths and repairing damaged plates.
- 4601 VEHICLE MECHANICS maintain, test and repair motor vehicles, parts and sub-assemblies and repair small engines and other propulsion or associated systems in boats, motor cycles and like equipment. They may supervise, or receive training in, occupations in this unit group.
- repairing or replacing defective parts.
- 4603 PANEL BEATERS repair motor vehicle bodies and panels. They may supervise, or receive training in, occupations in this unit group.
- 4607 VEHICLE BODY MAKERS fabricate and repair specialised vehicle bodies including bus, fire engine, coach, carriage and wagon bodies. They may supervise, or receive training in, occupations in this unit group.

KEYWORD	CODE	TASK
REPAIRING (cont.)	4609	VEHICLE TRIMMERS make, install, repair and replace the interior trimmings and upholstery of vehicles. They may supervise, or receive training in, occupations in this unit group.
	4803	repairing green damage and controlling pests, diseases and weeds.
	4903	CABINETMAKERS fabricate and assemble wooden parts to make and repair furniture. They may supervise, or receive training in, occupations in this unit group. repairing damaged furniture and cabinets.
	4907	MARINE CONSTRUCTION TRADESPERSONS fabricate, install and repair structural sections and components of ships and boats. They may supervise, or receive training in, occupations in this unit group. repairing, or removing and replacing, damaged plating and other faulty units, fittings and accessories.
	4913	UPHOLSTERERS AND BEDDING TRADESPERSONS cover furniture and bed spring units with fabric or other material and repair furniture. They may supervise, or receive training in, occupations in this unit group. replacing covering, webbing, padding and springs to repair upholstered furniture.
	4915	SHOEMAKING AND REPAIRING TRADESPERSONS cut out, shape and join parts of shoes and repair shoes. They may supervise, or receive training in, occupations in this unit group. repairing or refinishing shoes.
	4917	OTHER LEATHER AND CANVAS TRADESPERSONS make and repair products made from leather or canvas and similar materials or prepare sailcloth for sewing. They may supervise, or receive training in, occupations in this unit group.
	4923	JEWELLERY AND PRECIOUS METALWARE TRADESPERSONS make fashion or industrial jewels from rough gemstones and make and repair precious metal and complete jewellery articles using precision hand and power tools. They may supervise, or receive training in, occupations in this unit group. repairing jewellery and worn metalware by soldering, replacing or remaking damaged parts, annealing or heating.
	4925	CRAFTWORKERS make, maintain and repair objects which have both functional and aesthetic qualities. They may supervise, or receive training in, occupations in this unit group. repairing damaged or defective craft objects.
	4929	SHEEP SHEARERS shear wool from sheep using either mechanically driven handpiece or blade shears, and maintain and repair shearing equipment. They may supervise occupations in this unit group.
	7103	cleaning, servicing, maintaining and repairing vehicles.
	7203	servicing machinery, repairing minor faults and reporting mechanical problems to supervisor.
	7209	servicing and repairing machinery.
	7401	repairing or replacing defective parts, repairing breaks in wire or cracks in moulds.
	7417	cleaning and repairing machinery.
	7419	cleaning and repairing machinery.

KEYWORD	CODE	TASK
REPAIRING (cont.)	7421	replenishing supply packages, repairing breaks in yarn, replacing spools and tending air suction tube.
	7425	FABRIC PRODUCTION MACHINE OPERATORS operate machines which prepare yarn and textile fibres for fabric production, weave and knit fabric, garments, carpets and rugs, finish and repair textile products. They may supervise occupations in this unit group. repairing breaks in yarn or faults in weave or knitting, replenishing feed packages and reels. repairing textile products using mending gun, fringing machine or other equipment.
	8413	RAILWAY LABOURERS lay and repair tracks in railways, tramways, transfer yards, quarries and mines. They may supervise occupations in this unit group.
REPEALING	1101	assisting in the moulding of government policy and in formulating, amending and repealing legislation.
REPLACING	2305	constructing inlays and artificial crowns to replace portions of teeth.
	4213	dismantling precision instruments, locks, timepieces and small arms, repairing or replacing defective parts and reassembling article using hand or power tools or specially designed machines.
	4303	repairing or replacing faulty wiring and defective parts.
	4305	replacing defective items and parts.
	4307	repairing or replacing defective parts, and recharging systems with refrigerant.
	4309	repairing or replacing defective components or systems.
	4311	replacing or repairing defective components and parts, lines and cables.
	4313	repairing or replacing defective parts.
	4315	adjusting, repairing and replacing worn or defective parts using hand tools and soldering equipment. repairing and replacing defective wiring.
	4601	repairing or replacing defective parts. relining and adjusting brakes, replacing worn shock absorbers, changing oil and air filters, lubricating vehicle parts.
	4609	VEHICLE TRIMMERS make, install, repair and replace the interior trimmings and upholstery of vehicles. They may supervise, or receive training in, occupations in this unit group.
	4907	repairing, or removing and replacing, damaged plating and other faulty units, fittings and accessories.
	4913	replacing covering, webbing, padding and springs to repair upholstered furniture.
	4923	repairing jewellery and worn metalware by soldering, replacing or remaking damaged parts, annealing or heating.
	7311	lubricating ropes and winches on crane and replacing worn cables.
	7401	repairing or replacing defective parts, repairing breaks in wire or cracks in moulds.

KEYWORD	CODE	TASK
REPLACING (cont.)	7413	monitoring operation, resetting guides, replacing defective timber for re-processing, cleaning glue from press plate, clearing blockages in hoppers or other feeding mechanisms, replacing saw blades or selecting different blades.
	7421	replenishing supply packages, repairing breaks in yarn, replacing spools and tending air suction tube.
	8913	purchasing cleaning supplies, replacing light bulbs, notifying owner of need for major repairs.
	8923	VEHICLE ACCESSORIES FITTERS fit and replace vehicle accessories. They may supervise occupations in this unit group.
REPLENISHING	5903	ordering stocks and replenishing standard items.
	6503	replenishing drink dispensers, shelves and refrigerators with new supplies.
	7303	lubricating moving parts and replenishing oil and grease.
	7415	monitoring operation, smoothing wrinkles, observing flow of white water and pulp stock, and replenishing stock.
	7421	replenishing supply packages, repairing breaks in yarn, replacing spools and tending air suction tube.
	7425	repairing breaks in yarn or faults in weave or knitting, replenishing feed packages and reels.
	7435	replenishing supply of chemicals, paper and water for developing processes or packages or cartridges for packaging.
REPORTING	2301	reporting births, deaths and notifiable diseases to government authorities.
	3901	monitoring and reporting on the progress of parolees.
	5301	verifying recorded transactions and reporting irregularities to management.
	6201	reporting to employer on sales made and marketability of products.
	7103	communicating with radio control centre to receive booking details and to report on location and availability.
	7105	reporting and acting on vehicle maintenance needs.
	7107	reporting irregularities in engine or rolling stock.
	7203	servicing machinery, repairing minor faults and reporting mechanical problems to supervisor.
	7309	reporting shift operations, level of productivity and breakdowns.
	7403	examining products, recording and reporting defects.
REPOSSESSING	7405	examining product for defects or uniform thickness, recording and reporting defects.
	5907	repossessing property.
REPRESENTING	1101	PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES participate in the activities of government as elected members of parliamentary or local government constituencies, or represent the Australian Government or the Crown in the Commonwealth, a State or in an overseas country.
	1201	representing the organisation in negotiations at conventions, seminars and official occasions, and liaising with other organisations.

KEYWORD	CODE	TASK
REPRESENTING (cont.)	1317	representing an educational institution at community and administrative meetings.
	2605	representing clients in court.
	2703	arranging interviews and other dealings with publicity media on employers behalf and representing employer at business, social and other functions.
	6201	SALES REPRESENTATIVES represent companies for the sale of goods and services to industrial, business, professional or other establishments or for the sale of goods to wholesale or retail establishments.
REPRODUCING	4503	operating photographic equipment to reproduce camera-ready copy onto film, plate or cylinder.
REQUISITIONING	4705	requisitioning food, kitchen supplies and equipment.
	5505	preparing inventories and requisitioning material.
RESCUING	7211	rescuing people from dangerous or inaccessible places using ladders or elevating platforms.
RESEARCHING	2101	CHEMISTS analyse and research the physical and chemical properties of substances and develop chemical techniques for use in the manufacture or modification of natural substances and processed products.
	2107	researching the effect of internal and external environmental factors on the life processes and functions of humans, plants and animals, such as respiration, circulation, movement etc., under normal and abnormal conditions.
	2205	researching and developing surveying and cadastral systems and information/data banks.
	2211	ELECTRICAL AND ELECTRONICS ENGINEERS design and develop electrical and electronic systems and equipment used in communications, process control, navigation, data processing, entertainment, power generation and distribution, and oversee their manufacture, testing, installation, operation and maintenance. They research electrical and electronic phenomena in order to solve practical engineering problems. They may supervise engineering associates and technical officers.
	2605	preparing cases by investigating circumstances, researching relevant statutes and previous court decisions. researching and preparing reports/proposals on law reform and administration.
	2707	COMPUTING PROFESSIONALS design and prepare software to meet specific requirements in all aspects of the computing environment, control and audit the operation of computing facilities within an organisation, and research theoretical aspects of computing.
	2903	researching study motivation, teaching skills, occupational behaviour, working conditions and organisational structures.
	2905	researching educational systems and evaluating new developments.
	2907	compiling historical data through research into primary and secondary sources, consultation and interview.
	2909	MATHEMATICIANS, STATISTICIANS AND ACTUARIES apply mathematical and statistical principles and techniques to a range of tasks including designing statistical collections, studying financial policy and investment, conducting scientific research and solving engineering, management and other problems.

KEYWORD	CODE	TASK
RESETTING	7413	monitoring operation, resetting guides, replacing defective timber for re-processing, cleaning glue from press plate, clearing blockages in hoppers or other feeding mechanisms, replacing saw blades or selecting different blades.
RESOLVING	1103	JUDGES, MAGISTRATES AND MEDIATORS preside over judicial proceedings and pronounce judgements in courts of law, or act, individually or as members of administrative or industrial tribunals, to resolve disputes.
RESTORING	2317	manipulating peripheral joints and soft tissues of the spinal column or other parts of the body framework to restore mechanical function.
RETOUCHING	4503	dot-etching, retouching and correcting film.
RETRAINING	2313	training or retraining patients to perform normal living activities.
RETRIEVING	5201	entering, editing and retrieving data on mainframe or other computers using keyboard.
	5401	locating and retrieving materials on request.
	7317	retrieving broken equipment from holes.
	8411	transporting, assembling, dismantling, maintaining, laying out and retrieving prospecting and surveying equipment.
RETURNING	4929	treating cuts and returning sheep to release pen.
REVIEWING	1201	GENERAL MANAGERS develop and review company policy and organise and direct the major functions of an industrial, commercial, governmental or other establishment through subordinate executives.
		consulting with subordinates and reviewing recommendations and reports.
	2807	reviewing copy for publication to ensure conformity with accepted rules of grammar, style and format, coherence of story, and accuracy and legality of content.
	2809	reviewing and evaluating manuscripts of books submitted by authors or literary agents of scripts, stories and other material for radio, television, stage or motion picture production.
	2905	reviewing schools and assessing teachers.
	2911	reviewing, evaluating and modifying services in response to community and user needs.
REVISING	3303	developing and reviewing standards for aircraft operations and maintenance.
	2205	CARTOGRAPHERS AND SURVEYORS use digital and graphic source material and surveying techniques to determine the exact position of natural and constructed geographical features and prepare or revise graphic and pictorial representations. They also supervise and co-ordinate the work of other cartographers, technicians and field workers.
	2703	co-ordinating the work of other researchers and publicity writers, appraising and revising their work.
	3207	preparing, editing and revising plans, maps, charts and drawings.
REWAXING	8301	stripping old wax, rewaxing, polishing, sweeping, mopping, and scrubbing floors.
RINSING	4209	rinsing solutions from coated articles.
RIVETTING	4203	bolting, rivetting, brazing or soldering components together using hand or power tools.
	4205	joining metal sections by various welding techniques, bolting or rivetting.

R

KEYWORD	CODE	TASK
RIVETTING (cont.)	4607	bolting, screwing, rivetting or welding sections together to form complete framework.
	4923	assembling jewellery by soldering, brazing, rivetting or bolting, and finishing by filing or buffing.
ROLLING	4703	operating machines which roll and mould dough or cut biscuits.
	4803	mowing, rolling and levelling turf using hand or power driven equipment.
	8407	rolling, lifting or guiding culvert sections into position.
	8917	folding, rolling, counting and stacking processed articles.
ROTATING	4921	rotating pipe while blowing to attain shape and size of glass object.
	7311	operating controls to rotate crane, move crane on fixed rails, raise and lower boom, and raise and lower hook.
RUBBING	4605	applying primer and finish coats with spray-gun, rubbing down surface between coats.
	8403	finishing vertical surfaces by wetting concrete and rubbing with abrasive stone.

KEYWORD	CODE	TASK
SADDLING	4931	bridling, saddling and accustoming race horses to reins and rider.
SANDBLASTING	7409	cleaning, and smoothing non-rubber surfaces by sandblasting.
SANDING	4405	preparing surfaces by cleaning and sanding.
	4603	filling depressions with plastic filler, filing, grinding and sanding repaired surfaces.
	4605	sanding surfaces by hand or with electric sander.
	4901	operating machine to cut, plane, shape and sand workpiece.
	8107	sanding, grinding or cleaning surface of item to be painted.
SANITISING	7431	cleaning and sanitising equipment, pumps, hoses, storage tanks and vessels.
SAWING	4701	cutting or sawing carcasses into manageable proportions.
	7413	WOOD PROCESSING MACHINE OPERATORS operate a variety of sawing and other machines to make logs or cut them into poles or timber pieces; and operate machinery such as rollers and presses to make plywood, particleboard, solid laminate or similar timber products. They may supervise occupations in this unit group.
SCHEDULING	5201	selecting mode of computer operations, loading input and output units and scheduling computer job flow to process data.
SCORING	4921	scoring glass surface using cutting tool.
SCREENING	5101	screening telephone calls and personal callers.
SCREWING	4607	bolting, screwing, rivetting or welding sections together to form complete framework.
	8103	assembling components in sequence by fastening, screwing, hammering, soldering or spot-welding using precision or heavy-duty hand or power tools.
SCRUBBING	8301	stripping old wax, rewaxing, polishing, sweeping, mopping, and scrubbing floors.
SCULPTING	2801	painting and drawing or sculpting stone, wood, clay, wax or other material into desired shape, using techniques to harmonise relationships of line, colour, design and mass into a unified artistic arrangement.
SEALING	7307	pumping treatment agents into well to stimulate oil and gas flow, seal rock formations or plug disused wells.
	7411	operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients.
	7433	PACKAGING MACHINE OPERATORS operate machines which fill, and seal various containers. They may supervise occupations in this unit group.
		holding container in machine and operating controls to fill, seal and label.
	8105	sealing bags, cartons or containers and placing pre-printed labels on them.
	8403	tamping, smoothing, shaping and sealing concrete to specified surface texture.
SEAMING	4913	joining sections of covering material and seaming cushions using sewing machines.
SEARCHING	2811	selecting cast and allocating roles by viewing performances, conducting screen tests and auditions, and searching through talent files.
	3501	examining scene of crime and searching other property or premises for evidence.

S

KEYWORD	CODE	TASK
SEARCHING (cont.)	3501	searching suspects for weapons, stolen or illegal goods.
	3911	searching prisoners and cells for weapons, valuables, drugs or contraband articles.
	3913	searching inventory records or warehouse to find out whether material is on hand in sufficient quantity.
SEASONING	4701	seasoning, pickling or curing meat.
	4705	seasoning food during cooking according to personal judgement, experience or recipes.
	7315	FURNACE AND KILN OPERATORS operate furnaces, quenching plants, kilns or ovens to smelt, refine or treat metals, fire ceramics, dry and season wood products and timber, or burn waste. They may supervise occupations in this unit group.
SECURING	4407	cutting fibreboard and fixing it in place, securing with metal corner beads.
	4411	erecting ladders and scaffolding and securing waterproof sheets under eaves. aligning and securing starter row of roofing material, and laying successive overlapping layers.
	4907	assembling shell of boat or erecting hull sections of ship and temporarily securing them.
	4923	cleaning stone, securing in jig, operating lathe, grinding wheel or rotating disc to shape and smooth surface and cut facets.
	7105	stowing and securing loads.
	7403	securing workpiece on working surface or setting up press with appropriate dies prior to operation.
	8103	following instructions and drawings to position and secure components and materials on workbench.
	8107	securing item into clamps or frames in spray booth.
SELECTING	8909	securing large items and crates for transport.
	1201	selecting or approving selection of senior staff.
	2215	selecting or designing machinery, facilities and systems for mining.
	2313	selecting appropriate form of therapy and treating patients to reduce pain, improve circulation, strengthen muscles, restore joint mobility, improve cardiothoracic, cardiovascular and respiratory functions, balance and co-ordination.
	2801	conceiving and developing ideas for artistic presentation, and selecting and arranging subject. selecting artistic medium, method and materials, and preparing materials.
	2803	selecting type of camera, film, artificial lighting or flash.
	2805	selecting or recommending decorative and functional materials for building interior.
	2807	instructing printer on type to use for headlines and text and selecting photographs and drawings to illustrate copy.
	2809	selecting essay, play, novel, poem or film, radio or television script.
	2811	selecting costumes for motion picture, stage or television production.

KEYWORD

CODE TASK

SELECTING (cont.)

- 2811 selecting cast and allocating roles by viewing performances, conducting screen tests and auditions, and searching through talent files.
- 2815 arranging musical compositions by selecting combinations of instruments and voices and by modifying harmonic structures, rhythms, tempos and music dynamics.
selecting music, assigning parts to individual musicians and singers, and directing musical performance.
- 2901 selecting established economic techniques or developing new ones for analysis.
- 2909 selecting, designing or developing methods of obtaining statistical data.
- 2911 selecting and recommending for acquisition, books, periodicals, audio-visual and other recorded material.
- 3103 analysing fabrics, selecting and developing dyestuffs, preparing specifications and overseeing production in textile plants.
- 3903 selecting, positioning and operating lighting equipment to illuminate set or studio during stage performance, television broadcast or motion picture scenes.
- 4201 selecting metal for job and preparing horses' hooves for shoeing.
- 4303 selecting, cutting and connecting wire or cable to terminals or connectors.
- 4401 selecting appropriate timber and materials.
- 4405 selecting and mixing paint or adhesive.
- 4505 selecting, matching and mixing coloured inks and regulating paper and ink supply during print run.
- 4605 selecting or mixing paint shade to match existing vehicle colour.
- 4609 selecting and cutting pieces of fabric, vinyl or leather using shears or electrical tools.
- 4701 MEAT TRADESPERSONS slaughter livestock, cut, trim, select and prepare meat to be packed and sold to establishments (e.g. restaurants and smallgoods manufacturers) or to the public. They may supervise or receive training in, occupations in this group.
- 4801 selecting and planting seeds, bulbs or cuttings and propagating plants by budding and grafting.
selecting and packaging plants for presentation and delivery.
- 4903 determining job requirements from drawings or other specifications and selecting wood and/or prepared furniture parts.
- 4929 selecting shearing comb to suit sheep type.
- 5201 selecting mode of computer operations, loading input and output units and scheduling computer job flow to process data.
- 6105 selecting suitable properties and conducting prospective buyers and tenants through them.
- 7201 operating plant and selecting and operating attachments (winch, tree faller, loading scoop, bucket, bucket chain or wheel, drill, rock breaking hammers, and blades with or without teeth).

KEYWORD	CODE	TASK
SELECTING (cont.)	7401	selecting computer programs, setting control panel, lubricating mould or loading feed mechanism prior to operation.
	7413	monitoring operation, resetting guides, replacing defective timber for re-processing, cleaning glue from press plate, clearing blockages in hoppers or other feeding mechanisms, replacing saw blades or selecting different blades.
	7419	selecting machine components for installation by Fitters or installing smaller components.
	7423	preparing for operation by setting up machines, selecting and installing attachments or components for specialised functions.
	7427	selecting thread and drawing thread through guides, tensioners and needle eye and positioning materials to be sewn under pressure foot prior to operation.
	8109	selecting, examining and labelling samples.
SELLING	8405	selecting, fitting and bolting pipes and tubes until scaffold, crane or crane boom reaches required height. selecting, cutting, bending and welding steel bars or mesh and fixing into position in formwork for concrete pours.
	1401	selling or storing grain and fodder. culling and selling immature or non-productive livestock or fruit.
	1501	displaying and selling merchandise.
	2307	selling non-prescription drugs, sick-room supplies, toiletries, cosmetics and other commercial products.
	3913	PROCUREMENT OFFICERS prepare purchase orders for industrial, commercial, government or other establishments, and act as agents to purchase and sell farm produce.
	5909	selling stamps, postal goods and money orders over the counter.
	6103	INSURANCE BROKERS AND AGENTS sell a variety of insurance to new and existing clients and solicit custom from potential clients. They may supervise occupations in this unit group.
	6301	SALES ASSISTANTS sell merchandise in a retail or wholesale establishment to members of the general public. They may supervise the occupations in this unit group.
	6405	TICKET SALESPERSONS collect fares, sell tickets and make reservations for travel, sporting or entertainment venues, or accept wagers and pay out minor winnings in lottery offices or betting shops.
	6501	STREET VENDORS, CANVASSERS AND SALES DRIVERS sell or buy merchandise at a set outdoor location or route or solicit orders and sell merchandise by telephone or door-to-door. They may supervise occupations in this unit group.
	6507	selling tickets and receiving payment.
	8901	selling programmes and refreshments.
SENTENCING	1103	sentencing offenders and awarding damages.
SERVICING	4301	installing and servicing aerial equipment.

KEYWORD	CODE	TASK
SERVICING (cont.)	4303	ELECTRICAL FITTERS assemble, install, test and maintain electrical equipment and components, and service and repair domestic and commercial electrical appliances and equipment. They may supervise, or receive training in, occupations in this unit group.
	4307	REFRIGERATION AND AIR-CONDITIONING MECHANICS assemble, install, service and repair refrigeration and air-conditioning units and systems. They may supervise, or receive training in, occupations in this unit group. servicing equipment, and testing for defects.
	4315	OFFICE EQUIPMENT AND COMPUTER SERVICERS install, service and repair computer hardware, vending machines, typewriters, calculating, adding and book-keeping machines, cash registers and other such office equipment. They may supervise, or receive training in, occupations in this unit group.
	7103	cleaning, servicing, maintaining and repairing vehicles.
	7201	servicing, lubricating, cleaning and refuelling equipment, performing minor repairs.
	7203	servicing machinery, repairing minor faults and reporting mechanical problems to supervisor.
	7205	servicing machinery and performing minor repairs.
	7207	cleaning, servicing and maintaining machinery.
	7209	servicing and repairing machinery.
SERVING	5907	serving legal orders and documents.
	6503	BAR ATTENDANTS prepare and serve drinks to patrons in licensed drinking establishments, or behind bars in dining establishments. They may supervise occupations in this unit group.
	6505	WAITERS AND WAITRESSES welcome patrons and serve food and beverages to tables in dining establishments. They may supervise occupations in this unit group. serving food and wine.
	6601	preparing and serving meals.
	6609	serving refreshments, meals and drinks to passengers.
	8915	preparing, cooking and serving meals and refreshments.
	8919	KITCHENHANDS assist other kitchen and service staff in preparing and serving food, and cleaning food preparation and service areas in hotels, motels, restaurants, clubs, cafeterias and other establishments which serve food (except hospitals). assisting in serving food to patrons.
	8921	WARD HELPERS assist in caring for patients in hospitals, nursing homes and clinics, ensure that wards are clean and tidy, and portion and serve food as directed. They may supervise occupations in this unit group. portioning, assisting with final preparations and serving food to patients.
SETTING	4103	setting guides, stops and other controls on machining tool, setting up prescribed cutting or shaping tool or die in machine or press, or setting controls for textile machines.
	4209	setting and adjusting controls to regulate electric current and depositing of coating on objects.

KEYWORD

CODE TASK

SETTING (cont.)

- 4213 making blades for circular, band or other power saws and/or repairing, setting and sharpening blades for hand or power saws.
- 4413 spreading adhesive onto surface, setting tile in position and aligning it using level, square, plumb line and straight-edge.
- 4501 COMPOSITORS set and lay out type and other material by hand or machine prior to printing. They may supervise, or receive training in, occupations in this unit group.
- 4505 setting and adjusting paper-feed mechanism, delivery mechanism, cylinders, inking and distributor rollers and other machine functions.
- 6505 setting tables with clean linen, cutlery and glasses.
- 7303 setting valves, levers and switches to control the output of engines, boilers, refrigeration systems, air conditioning systems and associated mechanical equipment.
- 7305 setting controls and operating machinery to initiate and regulate chemical processes.
- 7307 setting and monitoring operating controls on equipment.
- 7401 selecting computer programs, setting control panel, lubricating mould or loading feed mechanism prior to operation.
- 7407 spraying moulds with gelcoat, setting controls and checking the functioning of the machine prior to operation.
- 7409 setting controls and checking functioning of machine prior to operation.
- 7413 setting controls, guides, saws, knives and pressure bars prior to operation.
- 7417 setting attachments for, and controlling ejection of, sub-standard products.
- 7419 positioning item on machine and setting grinding or cutting edge in position prior to operation.
- 7421 setting and operating controls to regulate speed, flow, air suction and/or temperature of operation.
- 7429 position material or item in machine, affixing attachments, setting dies, drawing thread through guides, slots and needles prior to operation.

SETTING UP

- 2803 setting up, or directing assistant to set up, equipment at assigned location.
- 4103 METAL FITTERS AND MACHINISTS set up machining tools, production machines and textile machines, operate machining tools and machines to shape metal stock and castings, and fit and assemble the fabricated metal parts into products. They may supervise, or receive training in, occupations in this unit group.
- setting guides, stops and other controls on machining tool, setting up prescribed cutting or shaping tool or die in machine or press, or setting controls for textile machines.
- 4315 setting up test equipment to evaluate functional and operational performance and locate circuitry defects.
- 4405 erecting scaffolding and setting up brushes and equipment.
- 4501 setting up and operating keyboard controlled type-casting machines.

KEYWORD	CODE	TASK
SETTING UP (cont.)	4506	PRINTING MACHINISTS set up and operate letterpress, lithographic, flexographic, gravure, newspaper, small offset or screen printing presses. They may supervise, or receive training in, occupations in this unit group.
	4901	WOOD MACHINISTS AND TURNERS set up and operate woodworking machines and wood turning lathes to shape wood stock. They may supervise, or receive training in, occupations in this unit group.
	7317	setting up rig, positioning drilling equipment and connecting power cables and water and air hoses.
	7403	securing workpiece on working surface or setting up press with appropriate dies prior to operation.
	7405	setting up and checking the functioning of the machine prior to operation.
	7417	GLASS PRODUCTION MACHINE OPERATORS set up and operate machines which make and process glass to form bottles, jars, drinking glasses and other such products. They may supervise occupations in this unit group. setting up machines, installing moulds and components using hand tools.
	7423	preparing for operation by setting up machines, selecting and installing attachments or components for specialised functions.
	8405	setting up winches, cranes and rigging equipment to raise and position girders, plates, columns and other steel units.
SEWING	4507	folding, collating and sewing signatures (sheets) by hand or machine.
	4609	sewing pieces together using heavy duty sewing machine.
	4911	sewing fabric or fur parts together and sewing buttonholes using needle and thread or sewing machine. making hats by shaping, wiring, sewing, gluing and blocking material using needle and thread, sewing machine, steamer and hand iron.
	4913	tacking, gluing or sewing ornamental trim, braids and buttons to material or frame.
	4915	sewing edge on insole. sewing or cementing outer sole to edge.
	4917	sewing sections of canvas and similar materials together to make awnings, tents, tarpaulins, horse rugs, caravan annexes or other products using sewing machine.
	7427	TEXTILE SEWING MACHINISTS operate a variety of industrial sewing machines to sew and finish garments, curtains and soft furnishings. They may supervise occupations in this unit group.
SHAPING	4101	shaping metal stock using machine tool.
	4103	METAL FITTERS AND MACHINISTS set up machining tools, production machines and textile machines, operate machining tools and machines to shape metal stock and castings, and fit and assemble the fabricated metal parts into products. They may supervise, or receive training in, occupations in this unit group.
	4201	FORGING TRADESPERSONS heat and hammer metal to shape, make or repair metal articles, including horseshoes. They may supervise, or receive training in, occupations in this unit group.

KEYWORD

CODE TASK

SHAPING (cont.)

4203 SHEETMETAL TRADESPERSONS cut, shape and join sheetmetal using hand and power tools, or machines, or assemble and install sheetmetal products. They may supervise, or receive training in, occupations in this unit group.

shaping out sheetmetal into products using folding machines, rollers or presses, or metal spinning lathe.

4205 STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS cut, shape, join and repair metal parts of iron and steelwork structures, pressure pipes, ships, boilers or other vessels subject to greater pressure than the weight of their contents, and weld metals together. They may supervise, or receive training in, occupations in this unit group.

shaping and bending metal sections and pipes using hand and machine tools or by heating and hammering.

4207 cutting and shaping stock using band-saws, lathes, planers and routers.

smoothing and shaping surface of moulding box using hand tools, and applying sealing finish.

4403 shaping bricks to fit irregular spaces.

4607 cutting and shaping panels of sheetmetal, aluminium or reinforced plastic and attaching to framework using hand and power tools.

4701 shaping and tying roasts and poultry.

4703 mixing, kneading, cutting, moulding and shaping dough by hand.

4901 WOOD MACHINISTS AND TURNERS set up and operate woodworking machines and wood turning lathes to shape wood stock. They may supervise, or receive training in, occupations in this unit group.

operating machine to cut, plane, shape and sand workpiece.

placing selected chisel in contact with rotating wood stock to cut and shape workpiece.

4903 marking out, cutting and shaping wood using saws, chisels, planes, powered hand tools and woodworking machines to form furniture parts.

4905 shaping and joining cane rods and weaving cane around structure to make furniture using clamps, shaping device, hand tools and fasteners.

4911 making hats by shaping, wiring, sewing, gluing and blocking material using needle and thread, sewing machine, steamer and hand iron.

4913 forming frame using machine to shape edge wire.

4915 SHOEMAKING AND REPAIRING TRADESPERSONS cut out, shape and join parts of shoes and repair shoes. They may supervise, or receive training in, occupations in this unit group.

stretching upper part of footwear over last using machine or lasting tool to shape upper part.

4923 cleaning stone, securing in jig, operating lathe, grinding wheel or rotating disc to shape and smooth surface and cut facets.

shaping blanks by annealing, heating or spinning on spinning lathe.

7403 METAL PRESS OPERATORS operate machinery to shape and form metal stock and components or form products such as rods, bars, seamless tubing and structural shapes.

KEYWORD	CODE	TASK
SHAPING (cont.)	7419	shaping or cutting clay rotating on machines, using special tools.
	8403	tamping, smoothing, shaping and sealing concrete to specified surface texture.
SHARPENING	4213	making blades for circular, band or other power saws and/or repairing, setting and sharpening blades for hand or power saws.
SHAVING	4509	trimming, shaving or levelling plate using hand tools or machines.
SHEARING	1401	organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.
	4929	SHEEP SHEARERS shear wool from sheep using either mechanically driven handpiece or blade shears, and maintain and repair shearing equipment. They may supervise occupations in this unit group. shearing sheep closely avoiding cuts to skin of animal or to wool.
SHELVING	5505	storing or shelving articles.
SHOPPING	6607	shopping for and preparing food.
SHOVELLING	8407	shovelling excavated material onto conveyor, wheelbarrow or truck for removal from site.
	8409	shovelling asphalt mix into areas inaccessible to paving machines, levelling and compacting mix using rake and hand tamper.
SHOWING	1505	registering guests, assigning accommodation and showing guests the accommodation and recreation facilities.
SHUTTING	7101	opening and shutting doors to allow passengers to board or alight at stops.
	7301	shutting down boiler or turbine to decrease power output.
	7207	signalling driver to position vehicle for dumping load.
SIGNALLING	7313	controlling movement of load directly or by signalling to other operators.
	8405	signalling hoist, winch or crane operator to guide positioning of load.
SIGNING	5501	signing tally sheets and attaching to checked items.
	5503	recording numbers and details of articles as called out by wharf workers and signing tally sheets.
SIMULATING	2909	developing mathematical theory and models to simulate processes in the physical, biological and social sciences or to solve management problems.
SINGING	2815	singing classical, church or popular music as a soloist, or member of vocal ensemble, opera cast or musical group.
	2817	telling jokes or humorous stories, singing humorous songs, performing comedy dances and acts to amuse audience.
SLAUGHTERING	4701	MEAT TRADESPERSONS slaughter livestock, cut, trim, select and prepare meat to be packed and sold to establishments (e.g. restaurants and smallgoods manufacturers) or to the public. They may supervise or receive training in, occupations in this group. slaughtering livestock (including poultry) in abattoirs.
SLICING	8105	slicing or cutting smoked or cured meat.

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KEYWORD	CODE	TASK
SMELTING	7315	FURNACE AND KILN OPERATORS operate furnaces, quenching plants, kilns or ovens to smelt, refine or treat metals, fire ceramics, dry and season wood products and timber, or burn waste. They may supervise occupations in this unit group.
SMOOTHING	4205	cleaning and smoothing weld by filing, chiselling and grinding.
	4207	smoothing and shaping surface of moulding box using hand tools, and applying sealing finish.
	4407	mixing plaster to desired consistency, applying and smoothing coats of plaster using a trowel and creating decorative textures in finish coats.
	4923	cleaning stone, securing in jig, operating lathe, grinding wheel or rotating disc to shape and smooth surface and cut facets.
	7201	EXCAVATING AND EARTHMOVING PLANT OPERATORS operate machinery used to excavate soil, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris and level, smooth and compact surfaces, in construction, mining, forestry and other projects. They may supervise occupations in this unit group.
	7207	operating road roller to smooth and compact surface.
	7405	cleaning and smoothing metal surfaces by grit blasting, applying bond coating to help adherence of metal or ceramic spray-coat.
	7409	cleaning, and smoothing non-rubber surfaces by sandblasting.
	7415	monitoring operation, smoothing wrinkles, observing flow of white water and pulp stock, and replenishing stock.
	8403	CONCRETE WORKERS pour, spread, smooth and finish concrete surfaces on floors, stairs, ramps, footpaths, bridges and other structures using hand tools, trowelling machinery and power cutters.
		tamping, smoothing, shaping and sealing concrete to specified surface texture.
	8917	loading machines, smoothing articles and guiding articles through machines.
SOFTENING	8409	softening edges with blowtorch and cutting and trimming damaged surfaces with jackhammer.
SOLDERING	4203	bolting, rivetting, brazing or soldering components together using hand or power tools.
	4309	splicing wires by twisting and soldering.
	4311	assembling and soldering equipment.
	4409	welding, threading, cementing or soldering pipes together.
	4923	assembling jewellery by soldering, brazing, rivetting or bolting, and finishing by filing or buffing.
		repairing jewellery and worn metalware by soldering, replacing or remaking damaged parts, annealing or heating.
	8103	assembling components in sequence by fastening, screwing, hammering, soldering or spot-welding using precision or heavy-duty hand or power tools.
SOLICITING	6103	INSURANCE BROKERS AND AGENTS sell a variety of insurance to new and existing clients and solicit custom from potential clients. They may supervise occupations in this unit group.

KEYWORD	CODE	TASK
SOLICITING (cont.)	6501	STREET VENDORS, CANVASSERS AND SALES DRIVERS sell or buy merchandise at a set outdoor location or route or solicit orders and sell merchandise by telephone or door-to-door. They may supervise occupations in this unit group.
SOLVING	2211	ELECTRICAL AND ELECTRONICS ENGINEERS design and develop electrical and electronic systems and equipment used in communications, process control, navigation, data processing, entertainment, power generation and distribution, and oversee their manufacture, testing, installation, operation and maintenance. They research electrical and electronic phenomena in order to solve practical engineering problems. They may supervise engineering associates and technical officers.
	2213	MECHANICAL ENGINEERS design and develop machines, mechanisms, mechanical plant and systems and oversee their assembly, erection and operation. They conduct research into materials, mechanisms, machines and processes to solve practical engineering problems. They may supervise engineering associates and technicians.
	2219	OTHER ENGINEERS design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment. They may supervise engineering associates and technicians.
	2909	MATHEMATICIANS, STATISTICIANS AND ACTUARIES apply mathematical and statistical principles and techniques to a range of tasks including designing statistical collections, studying financial policy and investment, conducting scientific research and solving engineering, management and other problems. developing mathematical theory and models to simulate processes in the physical, biological and social sciences or to solve management problems.
SORTING	5103	sorting and distributing mail.
	5203	sorting documents containing information to be entered.
	5401	LIBRARY AND FILING CLERKS classify, sort and file publications, documents, correspondence and audio-visual material in libraries and offices. They may supervise occupations in this unit group. sorting, cataloguing and maintaining index cards for library items, cards, correspondence, invoices, receipts and other materials according to established procedures and classification systems.
	5403	MAIL SORTERS receive, sort and despatch mail at sorting centres. They may supervise occupations in this unit group. sorting and distributing mail according to categories and destination.
	5605	sorting items for delivery.
	5909	sorting mail for post office boxes and for despatch to mail centres.
	7435	sorting cartridges.
	8917	sorting articles by type, colour, fabric and cleaning treatment required.
	8925	sorting, cleaning and stowing catch.
SOWING	7209	AGRICULTURAL PLANT OPERATORS operate tractor-drawn or self-propelled machinery to clear and cultivate land, sow and harvest plants in an agricultural or amenity horticultural operation.

KEYWORD	CODE	TASK
SPECIFYING	2209	determining and specifying construction methods, materials and quality standards.
	2217	specifying temperatures, mixtures and other factors in the extraction or production process and devising procedures to protect materials against deterioration or corrosion.
	3307	approving design plans of ship hulls and equipment and specifying standards of construction.
SPINNING	4923	shaping blanks by annealing, heating or spinning on spinning lathe.
	7421	YARN PRODUCTION MACHINE OPERATORS operate machines which clean, compress and bale cotton and wool, and card and spin yarn. They may supervise occupations in this unit group.
SPLICING	4301	joining and splicing cables, and insulating wiring.
	4309	splicing wires by twisting and soldering.
SPOT-WELDING	8103	assembling components in sequence by fastening, screwing, hammering, soldering or spot-welding using precision or heavy-duty hand or power tools.
SPRAY-PAINTING	4605	VEHICLE PAINTERS prepare vehicle surfaces, mix paint colours and spray-paint vehicles. They may supervise, or receive training in, occupations in this unit group.
SPRAYING	1401	planting, spraying, fertilising and harvesting crops such as cereal grain, oilseed, protein crops, sugar cane, tobacco, and market produce.
	7209	operating tractor-drawn or self-propelled machinery to plough land, fertilise, plant, cultivate, spray or harvest crops.
	7211	operating pumps and spraying water, foam or chemicals from hose or extinguisher to put out fires or to disperse or neutralise dangerous substances.
	7405	spraying molten metal or ceramic onto metal products.
	7407	spraying moulds with gelcoat, setting controls and checking the functioning of the machine prior to operation.
		spraying fibre reinforced plastic onto mould or product.
	7417	monitoring operations, spraying and swabbing moulds.
	8107	spraying paint to apply an even coating onto item.
	8201	planting, fertilising, spraying and harvesting crops such as cereals, vegetables and fruit by hand or using farm equipment.
	8401	nailing or stapling batt-type insulation to joists, studs or furring; gluing blocks and slabs of foamed plastic or cork to walls; operating equipment to blow or spray fibre fill or foam insulation material into cavities.
	8409	operating tank-truck distributor or hose to spray tar, road oils and emulsions on graded surface prior to paving.
SPREADING	4403	spreading mortar over bricks, blocks or tiles and laying in place, removing excess mortar with trowel.
		spreading high heat plastic refractory mixes over exposed brickwork to prevent deterioration.
	4413	spreading adhesive onto surface, setting tile in position and aligning it using level, square, plumb line and straight-edge.

KEYWORD	CODE	TASK
SPREADING (cont.)	7207	PAVING AND SURFACING PLANT OPERATORS operate machines to spread and level hot bituminous paving materials or lay concrete on highways, streets and parking areas. They may supervise occupations in this unit group.
	8403	CONCRETE WORKERS pour, spread, smooth and finish concrete surfaces on floors, stairs, ramps, footpaths, bridges and other structures using hand tools, trowelling machinery and power cutters. spreading concrete within a concrete form to specified depth by pulling and pushing screed or template over surface.
	8407	spreading and levelling soil, gravel and sand.
	8409	PAVING AND SURFACING LABOURERS perform manual tasks to spread, level, and compact bituminous and other paving material on roads, runways or parking areas, as part of construction or maintenance programmes. They may supervise occupations in this unit group. spreading stone chips, gravel or cold-mix asphalt onto road surface.
SPRINKLING	8409	sprinkling or brushing hot or cold-mix asphalt over surfaces needing repair to bond topping to base.
STACKING	6301	stacking and displaying items for sale.
	7203	operating controls of fork lift to align truck and raise or lower fork to stack or unstack articles.
	7419	unloading and stacking products (i.e. tiles, porcelain, pipes).
	7429	stacking in bundles according to size, shape and quality.
	8415	loading, unloading, stacking and storing materials.
	8917	LAUNDRY WORKERS load and tend washing and drying machines, unload machines and mark, press, fold, stack and package laundry. They may supervise occupations in this unit group. folding, rolling, counting and stacking processed articles.
STAINING	3101	preparing and staining slides for microscopic examination.
	4917	dyeing, staining and polishing leather articles.
STANDING	3307	standing engine room watches at sea and in port.
	8925	standing lookout watches at sea and alerting deck officer to sightings of other vessels, navigation marks or hazards.
STAPLING	4411	nailing or stapling roof underlay to roof.
	4913	stapling spring unit to box frame.
	8401	nailing or stapling batt-type insulation to joists, studs or furring, gluing blocks and slabs of foamed plastic or cork to walls; operating equipment to blow or spray fibre fill or foam insulation material into cavities.
STARTING	7101	starting, driving and stopping the vehicle.
	7309	starting and stopping equipment.
	7317	operating drilling rig, starting and stopping drill and changing drill bits.

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KEYWORD	CODE	TASK
STARTING (cont.)	7425	starting machine and monitoring operation to detect faults.
	7427	starting, stopping and controlling speed of machine with pedal(s) or knee levers.
	7431	loading feeder mechanism and starting machine.
	7435	starting machine.
	8107	starting extractor and drying fans and heating globes.
STERILISING	6603	cleaning and sterilising equipment.
	6605	cleaning and sterilising equipment.
STIMULATING	2407	stimulating and developing interests, abilities, manual skills and co-ordination.
STOCKING	6501	stocking and driving van for door-to-door sales.
STOCKPILING	7309	operating equipment to stockpile bulk materials, move bulk materials, liquids and fluidised solids, load and unload bulk materials from railway cars and ships.
STOPPING	7101	starting, driving and stopping the vehicle.
	7103	picking up passengers at appointed venues, or stopping when hailed, and driving to designated destination.
	7107	driving locomotive, stopping at stations for passengers or freight.
	7309	starting and stopping equipment.
	7317	operating drilling rig, starting and stopping drill and changing drill bits.
	7427	starting, stopping and controlling speed of machine with pedal(s) or knee levers.
	8107	starting extractor and drying fans and heating globes.
STORING	1401	selling or storing grain and fodder.
	4509	filling and storing matrices.
	5505	STOCK AND PURCHASING CLERKS prepare purchase orders, receive, store and issue stocks and maintain records. They may supervise occupations in this unit group.
		storing or shelving articles.
	7309	BULK MATERIALS HANDLING PLANT OPERATORS operate equipment to load, unload, move or store bulk materials. They may supervise occupations in this unit group.
	8101	collecting, cleaning and storing tools and equipment.
	8415	loading, unloading, stacking and storing materials.
	8909	FREIGHT AND FURNITURE HANDLERS unpack, store, pack and despatch goods coming into or out of warehouses, pack furniture and household goods for freight, load and unload goods into and from freight trucks, containers, rail cars or aircraft. They may supervise occupations in this unit group.
	8921	cleaning instruments and utensils, storing medical and kitchen supplies.
	8925	sorting, cleaning and stowing catch.
STOWING	7105	stowing and securing loads.
STRAIGHTENING	4407	straightening corners, angles and surfaces.

KEYWORD	CODE	TASK
STRAIGHTENING (cont.)	4603	straightening badly damaged vehicles using mechanical and hydraulic equipment.
	4927	styling or straightening hair using brush, comb, rollers, clips, curling iron and blow dryer.
STREAKING	4927	washing, tinting, streaking, permanent-waving hair and applying conditioner or other treatments.
STRENGTHENING	2313	selecting appropriate form of therapy and treating patients to reduce pain, improve circulation, strengthen muscles, restore joint mobility, improve cardiothoracic, cardiovascular and respiratory functions, balance and co-ordination.
STRETCHING	4915	stretching upper part of footwear over last using machine or lasting tool to shape upper part.
STRIPPING	8103	cutting wire into lengths and stripping insulation from it.
	8301	stripping old wax, rewaxing, polishing, sweeping, mopping, and scrubbing floors.
STUDYING	2103	GEOLOGISTS AND GEOPHYSICISTS study the nature, composition and structure of the earth and other planetary bodies and of atmospheres and hydrospheres. They use geological knowledge to locate mineral deposits, determine the flow pattern of ocean tides and currents and forecast seismic, magnetic, electrical and thermal activity.
	2105	PHYSICISTS study structure and physical properties of matter, behaviour, relationships and interactions of matter, energy and other physical phenomena, and develop materials, products and processes using knowledge of physics.
		studying specific aspects of the functions and physical mechanisms of systems in living organisms.
	2107	LIFE SCIENTISTS examine the morphology, structure, chemistry and physical characteristics of humans, animals, plants and other living organisms; develop practical applications of biological and related theory; study the environment of, and interrelationships between animals and plants; develop and manage forest lands and resources, and advise farmers on all aspects of farming.
		studying the physical and chemical form, structure, composition and function of organs and tissues.
		identifying and studying the chemical substances and events involved in physiological processes.
		growing plants under controlled conditions to study the impact of environmental factors on plant growth.
		studying forest plants and environmental effects upon them, and planning maximum long-term economic, environmental and recreational benefits from forest resources.
	2109	studying characteristics of blood cells related to various physiological and pathological conditions, and performing blood tests.
	2217	studying structure and properties of metals and alloys, ceramics, polymers, plastics, composite materials and rubbers.
		studying engineering properties of materials in relation to tension, compression, impact, bending, fatigue and extremes of temperature using testing devices.
		studying and applying chemical and process metallurgy techniques for extraction of metals and alloys in commercial quantities by high temperature smelting or leaching precipitation.
	2805	determining the objectives of the design by consulting with client, undertaking research, analysing functional requirements or studying layouts.

KEYWORD	CODE	TASK
STUDYING (cont.)	2807	determining advertising approach by consulting client and management, and studying product.
	2811	studying script to determine artistic interpretation.
	2813	studying musical score, story or theme and consulting with production staff to determine interpretation.
	2817	studying play or production to gain understanding of part and characterisation.
	2901	ECONOMISTS study and report on a wide range of theoretical or applied subjects relating to the economy at large or to particular industries.
	2907	OTHER SOCIAL SCIENTISTS study human behaviour and institutions from current or historical perspectives with a view to understanding the development, structure, patterns and interrelationships within societies and/or preserving items of historical interest or advising on policy or planning matters in relation to particular social institutions or the physical environment.
	2909	MATHEMATICIANS, STATISTICIANS AND ACTUARIES apply mathematical and statistical principles and techniques to a range of tasks including designing statistical collections, studying financial policy and investment, conducting scientific research and solving engineering, management and other problems.
	3103	isolating, identifying, collecting and classifying living organisms, studying their reaction to light, temperature, nutrition and chemical agents.
		studying chemical and physical problems and developing solutions, controlling experimental procedures, testing samples and monitoring usage for quality and quantity control of laboratory supplies.
	3205	studying materials handling methods and recommending changes for cost reduction.
	4405	studying proposals, sketches or written instructions and conferring with client to confirm nature and style of work to be undertaken.
STYLING	4923	studying rough stone using magnifying glass and marking out cutting guidelines.
	4927	HAIRDRESSERS cut, style and treat hair. They may supervise, or receive training in, occupations in this unit group.
		styling or straightening hair using brush, comb, rollers, clips, curling iron and blow dryer.
SUBMITTING	3301	preparing and submitting flight plan or examining standard flight plan.
	3901	writing reports and submitting recommendations.
SUPERVISING	1317	supervising or authorising the work of administration or teaching staff.
	1401	FARMERS AND FARM MANAGERS supervise and perform farming operations to raise livestock and cultivate field crops, market produce and other agricultural products.
	1501	controlling the selection and training of staff and supervising their work.
	1503	controlling the selection and training of staff and supervising their work.
	1505	controlling the selection and training of staff and supervising their work in various organisational units such as reception, dining room, kitchen, bar etc.
	2403	supervising pupils in classrooms and other areas of the school.

KEYWORD	CODE	TASK
SUPERVISING (cont.)	2805	supervising the production of sample garment or accessory, instructing other workers making models or patterns of products, or instructing finishing or layout artists assembling artwork for printing.
	2809	editing, or supervising editing of, material for coherence of style and grammar, and overseeing preparation of manuscript for publication.
	3305	directing and supervising ship's officers and/or deck crew in the performance of their duties.
	3907	CHILD CARE CO-ORDINATORS direct the activities of a Child Care or Family Day Care Centre and supervise teachers, child care workers, assistants and aides caring for children.
	3015	coaching teams and training sportspersons in the performance of their sport by demonstrating techniques, prescribing exercises and supervising practice.
	4705	cleaning or supervising cleaning of utensils, dishes, equipment and work area.
	4917	drawing full size pattern of sail and supervising final sewing of sail.
	4931	planning and supervising training schedule.
		feeding, grooming and exercising animals or supervising other workers in the performance of these duties.
	6101	supervising documentation and recording of financial transactions.
SUPPLYING	5601	supplying information pamphlets, brochures, standard forms or hospital admission forms.
SURVEYING	3103	cross-pollinating plants, analysing soils, surveying and measuring trees.
SWABBING	7417	monitoring operations, spraying and swabbing moulds.
SWEEPING	8301	stripping old wax, rewaxing, polishing, sweeping, mopping, and scrubbing floors.
	8409	sweeping pavement bases prior to laying asphalt surfaces, cleaning worksite, loading and unloading equipment.

T

KEYWORD	CODE	TASK
TABULATING	5305	STATISTICAL AND ACTUARIAL CLERKS compile and tabulate statistical information. They may supervise the occupations in this unit group.
TACKING	4913	tacking covering material onto furniture frame. tacking, gluing or sewing ornamental trim, braids and buttons to material or frame.
TAKING	2303	taking blood and tissue samples, examining tissue, performing microscopic examination of bacterial cultures, using X-ray and other such imaging methods for diagnostic purposes.
	2403	preparing, administering and marking tests, projects and assignments to evaluate pupils' progress and taking remedial steps where necessary.
	3103	taking blood samples.
	3501	taking statements and collecting evidence at scenes of traffic accidents.
	4609	removing old coverings or fittings from vehicle and taking new measurements.
	5101	OFFICE SECRETARIES AND STENOGRAPHERS perform various organisational and clerical tasks in support of management, including taking shorthand, typing and filing and make shorthand records of court and parliamentary proceedings either manually or by machine. They may supervise occupations in this unit group. taking dictation. taking shorthand transcripts of meetings, lectures, legal and parliamentary proceedings and reading out portions on request.
	6503	taking orders for drinks at the bar.
	6605	taking X-rays, processing and mounting X-ray films.
	7211	investigating fire hazards and taking or co-ordinating necessary fire prevention action.
	7305	taking samples for testing.
	7307	testing well pipes for leaks and fractures and taking samples of oil and gas from wells.
	7421	weighing bales and taking samples for dassing.
	7433	taking samples for quality control of both product and seal and to check date stamping.
	8415	taking samples of drilling mud, drill cores, mineral ore, rock, dust and processed minerals.
TALKING	5603	talking to callers to ascertain requirements and provide information on operating systems.
TALLYING	5503	TRANSPORT RECORDING AND DESPATCHING CLERKS check contents and compile and check documents of freight goods, tally and record consignments and destination details of articles and containers and make freight bookings and associated arrangements. They may supervise occupations in this unit group.
TAMPING	4909	filling and tamping holes with rock dust, sand or other materials.
	8403	tamping, smoothing, shaping and sealing concrete to specified surface texture.
	8413	lifting sleepers and rails and tamping ballast under sleepers.
TAPPING	7315	tapping furnaces and feeding molten metal into moulds, crucibles or other processing plant.
TEACHING	2403	PRIMARY SCHOOL TEACHERS teach a range of subjects within a prescribed curriculum, to pupils at primary and junior primary level.

KEYWORD	CODE	TASK
TEACHING (cont.)	2403	teaching subjects such as reading, writing, mathematics, science.
	2405	SECONDARY SCHOOL TEACHERS teach one or more subjects within a prescribed curriculum, to pupils at secondary level. teaching one or more subjects within the school curriculum through presentation of lesson material, discussions, workshop and laboratory sessions, and the use of audio-visual aids.
	2407	SPECIAL EDUCATION TEACHERS teach primary or secondary pupils with particular learning difficulties, intellectual, physical, social or emotional handicaps, exceptional intellectual gifts, or specific problems of language, and/or culture in special schools or classes. teaching basic academic subjects, and practical and self-help skills.
	2501	UNIVERSITY AND CAE (COLLEGE OF ADVANCED EDUCATION) TEACHERS prepare and deliver lectures and teach tertiary students in one or more subjects within a prescribed course of study, and conduct tutorials and research in a particular field of study.
	2503	TAFE (TECHNICAL AND FURTHER EDUCATION) TEACHERS teach trade and post-trade, technical, para-professional, commercial, basic vocational, preparatory and adult education courses.
	4931	harnessing and hitching harness racing horses and teaching them to pull sulkies.
TELEPHONING	5901	telephoning or writing to customers to collect money or arranging later payment.
TELLING	2817	telling jokes or humorous stories, singing humorous songs, performing comedy dances and acts to amuse audience.
TEMPERING	4201	tempering and hardening finished article by quenching in oil or water bath or by cooling gradually in air.
TENDING	7421	replenishing supply packages, repairing breaks in yarn, replacing spools and tending air suction tube.
	8917	LAUNDRY WORKERS load and tend washing and drying machines, unload machines and mark, press, fold, stack and package laundry. They may supervise occupations in this unit group.
TEST-OPERATING	4303	reassembling and test-operating unit.
TESTIFYING	3501	testifying or presenting prosecution case in court.
TESTING	2101	testing techniques and processes under a variety of conditions to ascertain reliability.
	2217	developing and testing new techniques and products.
	2307	testing and analysing drugs to determine identity, purity and strength.
	2313	testing muscles, nerves, joints and functional ability, and identifying and assessing patients' physical problems.
	2707	writing, testing and maintaining operations or end-use software.
	3101	collecting blood samples, making blood counts, testing to determine bleeding, coagulation time, blood types and characteristics.
	3103	studying chemical and physical problems and developing solutions, controlling experimental procedures, testing samples and monitoring usage for quality and quantity control of laboratory supplies.

KEYWORD	CODE	TASK
TESTING (cont.)	3201	developing, constructing and testing prototype electronic devices. installing, testing and repairing equipment.
	3307	operating, testing and repairing main propulsion engine, auxiliary machines and domestic systems.
	4101	testing and modifying manufactured article.
	4211	testing aircraft communication equipment, aircraft instrumentation and electrical systems using electronic testing equipment and specialised test apparatus.
	4213	testing circuits in electronic timepieces using electronic testing equipment.
	4301	testing cables to ensure quality of performance and adequacy of insulation.
	4303	ELECTRICAL FITTERS assemble, install, test and maintain electrical equipment and components, and service and repair domestic and commercial electrical appliances and equipment. They may supervise, or receive training in, occupations in this unit group.
	4305	testing for and locating electrical malfunctions.
	4307	testing system for leaks using test gas or fluid and vacuum pumping equipment. servicing equipment, and testing for defects.
	4309	testing circuits for safety, and checking for defects.
	4311	erecting, testing and maintaining aerial wires.
	4409	testing and adjusting lines, control mechanisms and sewerage systems.
	4601	VEHICLE MECHANICS maintain, test and repair motor vehicles, parts and sub-assemblies and repair small engines and other propulsion or associated systems in boats, motor cycles and like equipment. They may supervise, or receive training in, occupations in this unit group. reassembling, testing and adjusting sub-assembly, reinstalling in vehicle.
	7307	PETROLEUM AND GAS PLANT OPERATORS operate equipment to process oil and gas, to distribute refined products, to pump treatment agents into well holes and to test well pipes. They may supervise occupations in this unit group. testing well pipes for leaks and fractures and taking samples of oil and gas from wells.
	7313	testing equipment before use to ensure safety.
	7411	inspecting and testing products for defects.
	7433	checking cleanliness of machines and containers and testing machine functioning prior to operation.
	8923	testing the functioning of units or parts or inspecting and measuring to determine amount of wear.
THREADING	4409	measuring, cutting, threading and bending pipes welding, threading, cementing or soldering pipes together.
	7401	threading strip or coil into coiling mechanism, feeding wire or cable into dies for drawing

KEYWORD	CODE	TASK
THREADING (cont.)	7407	threading wire or cable (to be coated in plastic) through machine, extrusion dies and cooling chamber and fastening it to take-up reel.
	7409	threading hose, cord or wire into knitting machine and monitoring operation to ensure uniform tension.
	7415	positioning roll of paper on machine reel and threading paper around rollers.
	7421	threading slivers or yarn through rollers or guides.
	7425	threading yarn through tension springs, guides, needles or reeds, slotting yarn through loom beams.
THROWING	8905	lifting garbage in bags from bins at roadside and throwing into larger bin or directly into garbage truck.
TIDYING	8915	cleaning and tidying home or lodging establishment.
	8921	cleaning and tidying wards.
TINTING	4927	washing, tinting, streaking, permanent-waving hair and applying conditioner or other treatments.
TRACING	4511	tracing stencils from master sketches.
	5901	checking lists and making enquiries to trace addresses of customers.
	6605	pouring, tracing and mounting plaster models for dental impressions.
TRAINING	2309	training handicapped persons in self-care and normal living activities.
		training patients with perceptual motor problems.
		training children with learning or developmental disabilities.
	2313	training or retraining patients to perform normal living activities.
	2505	EXTRA-SYSTEMIC TEACHERS AND INSTRUCTORS instruct and train students in subjects such as art, music, dance and drama, in establishments external to the education system.
	3915	SPORTSPERSONS AND RELATED WORKERS compete in sporting activities for monetary gain, train sporting competitors and officiate at sporting events. They may receive training in occupations in this unit group.
		coaching teams and training sportspersons in the performance of their sport by demonstrating techniques, prescribing exercises and supervising practice.
		competing in, and training for, sporting events.
TRANSCRIBING	4931	ANIMAL TRAINERS direct and participate in the breaking and training of horses for riding or racing, the training of dogs for racing or guiding the blind, and training other animals to perform for public entertainment.
	2815	transcribing parts from musical score for each instrument or voice within a musical group or transposing music from one instrument or voice to another.
	5201	transcribing data from source material onto computer compatible storage devices.
TRANSFERRING	7301	opening and closing power switches to control the distribution of electricity over feeder circuits between generating station and sub-stations and to transfer load between circuits.

T

KEYWORD	CODE	TASK
TRANSFERRING (cont.)	7307	transferring oil and gas from well to refinery, within the refinery and from the refinery to the terminal by operating pumping equipment.
	7431	transferring liquid stock, weighing, measuring and adding ingredients prior to operation. transferring stock progressively for different processes or stages.
	7435	transferring film for immersion in different solutions where operation is not fully automated.
TRANSMITTING	5201	transmitting and receiving messages and facsimiles of documents, using electronic transmission equipment.
	6101	recording and transmitting buy or sell orders for stocks and bonds.
TRANSPLANTING	4805	planting and transplanting lawns, flowers, shrubs and trees.
	8205	assisting in planting and transplanting.
TRANSPORTING	3301	AIRCRAFT PILOTS fly aircraft to transport passengers, mail and freight or for other purposes.
	3609	AMBULANCE OFFICERS transport sick and injured persons and provide emergency health care. transporting ill or injured persons to places of medical treatment. transporting ill or disabled persons to and from centres of specialised treatment.
	5403	transporting mail to dock area.
	6501	loading and unloading push-cart or truck to transport goods to street location.
	7101	BUS AND TRAM DRIVERS operate motor powered buses or electric powered tram cars to transport passengers over established or special routes.
	7103	AUTOMOBILE DRIVERS are employed to drive vehicles to transport passengers for a salary or a fee pre-determined and pre-paid, or determined by taximeter, in accordance with transport regulations.
	7105	TRUCK DRIVERS drive delivery and furniture removal vans and trucks to transport goods and materials.
	7205	LOGGING PLANT OPERATORS operate machines to fell trees, cut them into logs, and load or transport logs onto trucks. transporting logs to loading areas and pushing into bundles.
	7209	driving or transporting machines to work site.
	8101	TRADES ASSISTANTS clean, load, transport and perform other routine tasks as directed by Tradespersons. loading and unloading materials, tools and equipment, and transporting them about work area.
	8203	assisting with loading and transporting logs.
	8411	transporting, assembling, dismantling, maintaining, laying out and retrieving prospecting and surveying equipment.
	8903	transporting goods to receiving area using hand cart or trolley.

KEYWORD	CODE	TASK
TRANSPOSING	2815	transcribing parts from musical score for each instrument or voice within a musical group or transposing music from one instrument or voice to another.
TRAVELLING	8911	travelling as escort in armoured cars containing cash or valuables.
TREATING	2301	GENERAL MEDICAL PRACTITIONERS diagnose and treat physical and mental illnesses, disorders and injuries, recommend preventive action and refer patients to Specialist Medical Practitioners.
	2303	SPECIALIST MEDICAL PRACTITIONERS diagnose and treat diseases and disorders (including congenital malfunctions and developmental and mental disorders) occurring in a particular area or system of the body (including the brain), and/or in a particular age group or during one specific phase (ie. rehabilitation) using specialist testing, diagnostic, surgical or medical techniques. treating tumours by exposure to radiation.
	2311	OPHTHALMISTS diagnose and treat eye disorders or defects not requiring medication or surgery.
	2313	PHYSIOTHERAPISTS prevent and treat disorders of movement caused by injury or disease. selecting appropriate form of therapy and treating patients to reduce pain, improve circulation, strengthen muscles, restore joint mobility, improve cardiothoracic, cardiovascular and respiratory functions, balance and co-ordination.
	2315	SPEECH PATHOLOGISTS diagnose and treat speech disorders. treating and advising on children slow in learning to speak.
	2317	CHIROPRACTORS AND OSTEOPATHS diagnose, treat and advise on prevention of physiological and mechanical disorders of the locomotor system.
	2319	PODIATRISTS diagnose and treat ailments and abnormal conditions of the foot and perform minor surgery. treating paralysis, ulceration and malfunction of the feet caused by diseases such as diabetes, rheumatoid arthritis and peripheral vascular disorders.
	2323	VETERINARIANS diagnose and treat animal diseases, ailments and injuries, and advise on and implement preventive measures.
	3101	MEDICAL TECHNICAL OFFICERS AND TECHNICIANS perform routine laboratory tests and procedures ranging in complexity, in support of medical professionals engaged in diagnosis and treatment of disease, and assist dentists in the examining and treating of teeth, mainly among pre-school and primary school children. Technical officers may supervise technicians and other laboratory workers.
	3401	REGISTERED NURSES treat and care for the physically and mentally ill or disabled, the elderly and mothers and their new-born babies in hospitals, nursing homes, medical centres and the community. They advise individuals and families on health matters. They may supervise, or receive training in, occupations in this unit group.
	4503	treating plates and cylinders chemically.
	4509	treating and electroplating moulds chemically.
	4805	GARDENERS cultivate and maintain plants, plan and construct gardens, landscapes, inspect and treat plants to improve their health and appearance. They may supervise, or receive training in, occupations in this unit group.

T

KEYWORD	CODE	TASK
TREATING (cont.)	4805	treating damaged or diseased trees with protective materials.
	4927	HAIRDRESSERS cut, style and treat hair. They may supervise, or receive training in, occupations in this unit group.
	4929	treating cuts and returning sheep to release pen.
	4931	examining and treating animals for minor illnesses or injuries.
	7315	FURNACE AND KILN OPERATORS operate furnaces, quenching plants, kilns or ovens to smelt, refine or treat metals, fire ceramics, dry and season wood products and timber, or burn waste. They may supervise occupations in this unit group. operating cooling and quenching equipment to treat metal.
TRIMMING	4201	nailing horseshoe to hoof and trimming hoof flush with shoe using rasp.
	4507	cutting and trimming paper using manual and automatic guillotines.
	4509	trimming, shaving or levelling plate using hand tools or machines.
	4701	MEAT TRADESPERSONS slaughter livestock, cut, trim, select and prepare meat to be packed and sold to establishments (e.g. restaurants and smallgoods manufacturers) or to the public. They may supervise or receive training in, occupations in this group. cutting or trimming standard cuts of meat using hand tools or power equipment.
	4915	trimming and buffing shoe using knife and buffing wheel.
	4919	cutting shapes around permanent obstructions, matching adjacent patterns and trimming edges.
	7407	trimming flash.
	7409	trimming flash.
	7429	trimming edges of shoe parts, assembling and cementing shoe parts.
	8407	trimming sides and corners not reached by the excavation machine.
	8409	softening edges with blowtorch and cutting and trimming damaged surfaces with jackhammer.
TRIPPING	8409	tripping tail-gate lever to discharge hot-mix asphalt into hopper of paving machine.
TUNING	4601	tuning engine.
TWISTING	4309	splicing wires by twisting and soldering.
	7421	pinching or twisting ends to entwine with ends of preceding material prior to operation.
TYING	4701	shaping and tying roasts and poultry.
TYPING	5101	OFFICE SECRETARIES AND STENOGRAPHERS perform various organisational and clerical tasks in support of management, including taking shorthand, typing and filing and make shorthand records of court and parliamentary proceedings either manually or by machine. They may supervise occupations in this unit group. preparing and typing correspondence, briefing notes, memoranda and reports.

KEYWORD	CODE	TASK
TYPING (cont.)	5103	typing reports, letters, statistical tables and similar material, attending to layout. operating dictation equipment and typing recorded material heard through ear-phones.
	5105	WORD PROCESSING OPERATORS type and edit documents on a word processing machine and print copies. They may supervise occupations in this unit group. typing standard letters, business forms and other documents into word processing machine.

U

KEYWORD	CODE	TASK
UN-HITCHING	8903	hitching and un-hitching forklift and trolley.
UNDERTAKING	2305	performing specialist examinations and tests and undertaking or arranging appropriate treatment in a specialist area.
	2805	determining the objectives of the design by consulting with client, undertaking research, analysing functional requirements or studying layouts.
UNDRESSING	6603	bathing, dressing and undressing patients.
UNLOADING	6501	loading and unloading push-cart or truck to transport goods to street location.
	6609	loading and unloading luggage and assisting with hand luggage.
	7105	manoeuvring vehicles to load or unload goods.
		loading and unloading vehicle.
	7309	BULK MATERIALS HANDLING PLANT OPERATORS operate equipment to load, unload, move or store bulk materials. They may supervise occupations in this unit group.
		operating equipment to stockpile bulk materials, move bulk materials, liquids and fluidised solids, load and unload bulk materials from railway cars and ships.
	7419	unloading and stacking products (i.e. tiles, porcelain, pipes).
	8101	loading and unloading materials, tools and equipment, and transporting them about work area.
	8201	loading and unloading stockfeed, seed grain, fertiliser and other supplies and loading livestock, crops or containers of produce onto trucks.
	8205	loading, unloading and moving gardening supplies and equipment
	8409	sweeping pavement bases prior to laying asphalt surfaces, cleaning worksite, loading and unloading equipment.
	8415	loading, unloading, stacking and storing materials.
	8903	loading and unloading luggage.
	8905	unloading garbage truck at rubbish tip.
	8909	FREIGHT AND FURNITURE HANDLERS unpack, store, pack and despatch goods coming into or out of warehouses, pack furniture and household goods for freight, load and unload goods into and from freight trucks, containers, rail cars or aircraft. They may supervise occupations in this unit group.
		unloading goods and moving to appropriate location.
	8917	LAUNDRY WORKERS load and tend washing and drying machines, unload machines and mark, press, fold, stack and package laundry. They may supervise occupations in this unit group.
UNPACKING	8909	FREIGHT AND FURNITURE HANDLERS unpack, store, pack and despatch goods coming into or out of warehouses, pack furniture and household goods for freight, load and unload goods into and from freight trucks, containers, rail cars or aircraft. They may supervise occupations in this unit group.
UNSTACKING	7203	operating controls of fork lift to align truck and raise or lower fork to stack or unstack articles.

KEYWORD	CODE	TASK
UPDATING	5305	updating relevant computer files.
	5905	updating salary, superannuation, taxation and leave records and recording promotions and transfers.
	6201	acquiring and updating knowledge of employer's and competitors' products and understanding of market conditions.
USING	3305	determining vessel's position, using electronic and non electronic navigational aids.
	8201	planting, fertilising, spraying and harvesting crops such as cereals, vegetables and fruit by hand or using farm equipment.

V

KEYWORD	CODE	TASK
VERIFYING	3913	verifying specifications of purchase requests.
	5203	verifying entries and balances.
	5301	verifying recorded transactions and reporting irregularities to management.
	6401	verifying records and issuing receipts.
	7105	verifying loading documents at pick up point, obtaining certification of delivery and checking condition of goods.
VIEWING	2811	selecting cast and allocating roles by viewing performances, conducting screen tests and auditions, and searching through talent files.

KEYWORD	CODE	TASK
WAKING	6601	waking, washing, dressing and feeding children in residential care.
WASHING	4927	washing, tinting, streaking, permanent-waving hair and applying conditioner or other treatments.
	6503	washing used glassware.
	6601	waking, washing, dressing and feeding children in residential care.
	7421	monitoring operation, observing effectiveness of chemical washing and other treatments.
	8919	washing cutlery, crockery and utensils.
		washing and cleaning kitchen areas.
	8925	washing and painting decks, ship's sides and superstructure.
WATERING	4801	watering plants and controlling automatic watering operations.
	4805	pruning, fertilising and watering plants and controlling pests and diseases.
	8201	feeding, watering and rearing livestock and fish, cultivating shellfish.
	8205	watering, weeding and mowing gardens.
WAXING	4605	removing masking papers, waxing and polishing finished paintwork.
	4905	applying stains, varnish, paint and other finishes to furniture, and polishing and waxing surfaces.
WEAVING	7425	FABRIC PRODUCTION MACHINE OPERATORS operate machines which prepare yarn and textile fibres for fabric production, weave and knit fabric, garments, carpets and rugs, finish and repair textile products. They may supervise occupations in this unit group.
WEEDING	8205	watering, weeding and mowing gardens.
WEIGHING	4703	weighing and mixing ingredients.
	7409	weighing product.
	7411	weighing and measuring chemical and other ingredients prior to operation.
	7417	weighing and adding ingredients prior to operation.
	7421	weighing bales and taking samples for classing.
	7431	transferring liquid stock, weighing, measuring and adding ingredients prior to operation.
	8105	HAND PACKERS weigh, wrap and label meat, fruit, vegetables or other products by hand.
		packing containers or bags with product, counting, weighing or measuring amount and adjusting quantity.
WELCOMING	6505	WAITERS AND WAITRESSES welcome patrons and serve food and beverages to tables in dining establishments. They may supervise occupations in this unit group.
		welcoming patrons, and escorting to table.
WELDING	4205	STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS cut, shape, join and repair metal parts of iron and steelwork structures, pressure pipes, ships, boilers or other vessels subject to greater pressure than the weight of their contents, and weld metals together. They may supervise, or receive training in, occupations in this unit group.

W

KEYWORD

CODE TASK

WELDING (cont.)	4205	joining metal sections by various welding techniques, bolting or rivetting.
	4409	welding, threading, cementing or soldering pipes together.
	4607	bolting, screwing, rivetting or welding sections together to form complete framework.
	8405	selecting, cutting, bending and welding steel bars or mesh and fixing into position in formwork for concrete pours.
	8413	bolting and welding sections of rail or switch components together.
WETTING	8403	finishing vertical surfaces by wetting concrete and rubbing with abrasive stone.
WINDING	7313	operating winch to raise, lower or wind in object.
WIRING	4911	making hats by shaping, wiring, sewing, gluing and blocking material using needle and thread, sewing machine, steamer and hand iron.
WRAPPING	5403	wrapping, bundling and bagging mail.
	8105	HAND PACKERS weigh, wrap and label meat, fruit, vegetables or other products by hand.
WRITING	2707	writing, testing and maintaining operations or end-use software.
	2807	JOURNALISTS write and edit news reports, commentaries and feature stories for presentation by print or electronic media or compose written material to advertise products or services. They may receive training in occupations in this unit group. writing news reports, commentaries on topics of public interest, feature stories and newspaper headlines. writing headline and text of advertisements.
	2809	AUTHORS AND RELATED PROFESSIONALS write, edit and evaluate literary works for publication and scripts for stage, film, radio and television productions. writing manuscript of literary composition or script.
	2815	MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS write, arrange, orchestrate, perform and conduct musical compositions. creating and writing musical compositions.
	3901	writing reports and submitting recommendations.
	5901	telephoning or writing to customers to collect money or arranging later payment.
	6505	writing order and relaying it to kitchen or bar staff.
	8909	writing inventory lists and checking inventories for discrepancies.

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